LESSON 1

EXPLORER IN ACTION



Objectives By the end of the lesson, I will be able to:	Very well	OK	Need more work
- Clarify the importance of digital applications in facing different environment issues.			
- Identify digital applications to share and store information online.			
- Suggest plans to gather debris with my friends.			

Engage:

- Which environmental issue concerns you most? What do you know about it?
- How could you share this information with people around the world?

Learn:

- The explorer (Peg Keiner) is from Chicago in the United States.
- She is a Global Goals Ambassador for the United Nations Association Chicago Chapter and a National Geographic Explorer.
- She is also educates third- through fifth-grade students at a school in Chicago on the impact of different types of litter, and PPE, on the environment.


Peg Keiner

- At the start of the COVID-19 pandemic in 2020, she was walking around her neighborhood. She noticed there was a lot of litter from COVID PPE (personal protective equipment), such as facemasks and disposable gloves.



- Ms. Keiner wanted to help spread awareness of the dangers of litter.

- Ms. Keiner took a photo of the litter and recorded where she found it location with GPS. She used Debris Tracker app, and she described the kind of litter (paper, plastic, etc.), and her students helped her.

- Anyone can download Debris Tracker app on her phone for free.
- Ms. Keiner used the hashtag #trackingppe on Twitter and Instagram, and doing social media campaigns to encourage followers in 60 countries to collect PPE.

- The data uploaded by Ms. Keiner, and her followers are in the form of GPS map locations and infographics showing the kinds of debris.
- The Egyptian Ministry of Environment in 2019, started "Go Green" initiative. Egypt's "Go Green" initiative spreads awareness of environmental issues and emphasizes each citizen's role in protecting the environment.



 **Video:**

* Watch the video about the explorer (Peg Keiner).
- How does she help her students become better digital citizens, and take action to improve the community?

 **Explore:**

* We share and store various information online.

(1) How important is it to post accurate and truthful information online?

(2) What responsibility do we have to post information that benefits our society?

 **Review:**



(1) Why should we post accurate educational content with fellow students and teachers?

(2) Why is it important that this information is accurate?



 **Self-assess:**

- Go to the objectives at the beginning of the lesson. Chick the correct I can… box.



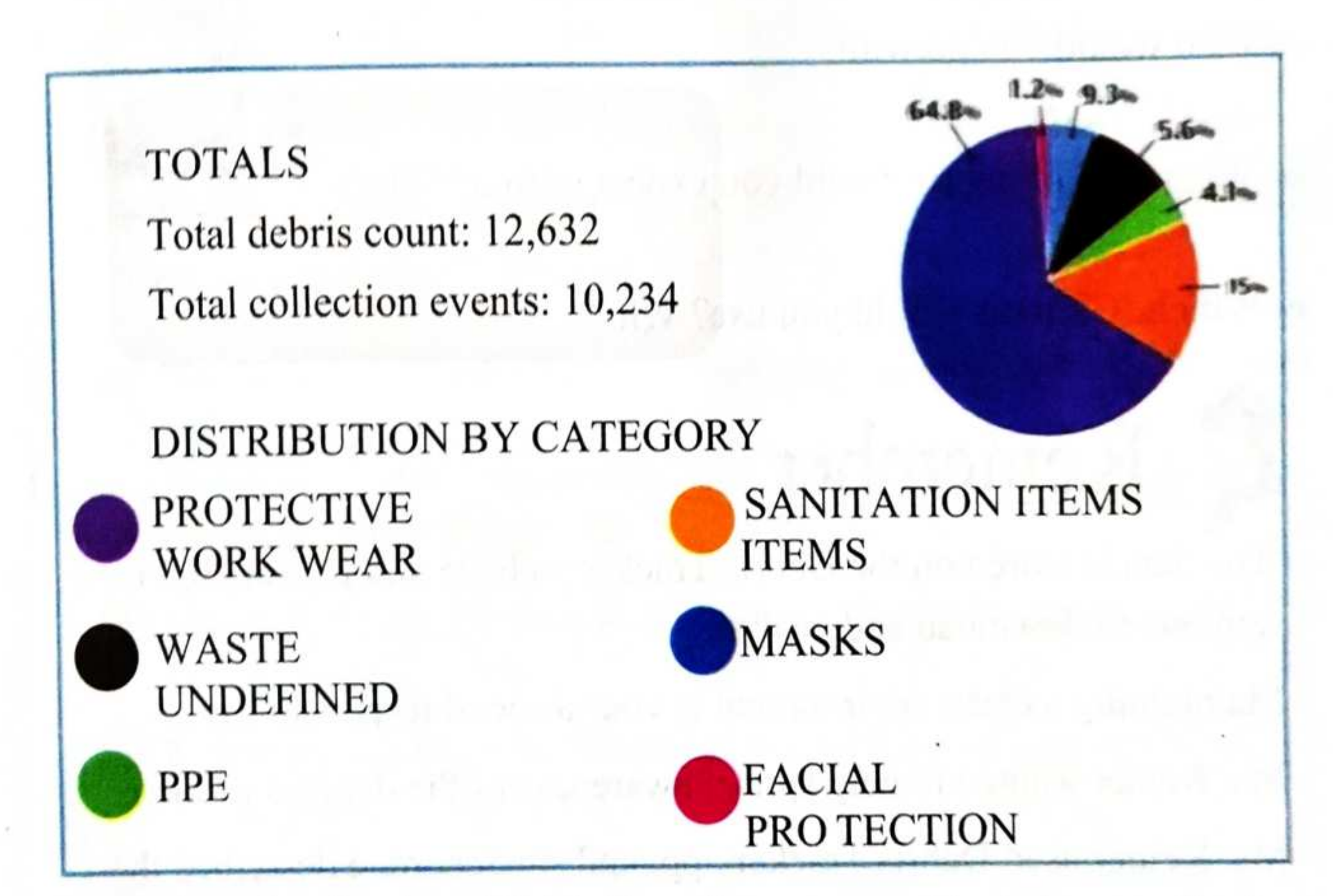
Exercises ?



Comprehension:

(1) Read, think, and answer:

- The Debris Tracker, the user can view and gather the data on a spreadsheet that includes the location, the material type, its date, and its name. The data can be viewed as a pie chart or a bar graph.



a- Look at the pie chart. Which litter items were collected most often?

....

b- In your opinion, how does analyzing the data help the environment?

....

c- How can we use ICT tools and social media platforms to spread awareness of important issues?

....

Creative planning:

(2) Read, think, and answer:

- Ms. Keiner believes that "Every walk is a debris walk; a chance to care for our home and the environment.

Plan a debris walk to collect data and litter.

a- Who would you go with?

....

b- What kind of debris would you expect to find? Why?

....

c- Which ICT tools would you use? Why?

....



Remember

- The data is stored on the Debris Tracker website and is available for anyone to download and analyze.
- Maintaining a clean environment is your a social responsibility.
- Ms. Keiner wanted to help spread awareness of the dangers of litter.
- Ms. Keiner used Debris Tracker app, and she recorded described the kind of litter (paper, plastic, etc.), and her students helped her.
- Ms. Keiner took a photo of the litter and recorded where she found it location with GPS.



Al-Faez Questions



★ First: Complete from words between brackets:

(United Nations - Debris Tracker - GPS - PPE - facemasks)

1. (Personal protective equipment), such as … and disposable gloves.
2. She is educates third- through fifth-grade students on the impact of different types of litter, and ……, on the environment.
3. The data is stored on the …………… website and is available for anyone to download and analyze.
4. (Peg Keiner) is a Global Goals Ambassador for the …. Association Chicago Chapter.
5. Ms. Keiner took a photo of the litter and recorded where she found it location with ……..

★ Second: Put (✓) or (×):

1. Ms. (Peg Keiner) is from Cairo in the Egyptian Arabic Republic. (   )
2. Maintaining a clean environment is your a social responsibility. (   )
3. Anyone can't download Debris Tracker app on her phone for free. (   )
4. Egypt's "Go Green" initiative emphasizes each citizen's role in protecting the environment. (   )

LESSON 2

Digital citizenship and social responsibility



Objectives By the end of the lesson, I will be able to:	Very well	OK	Need more work
- Explain how I express my opinions online.			
- Discuss how I can use my rights and responsibilities as a digital.			
- Explain what it means to be socially responsible			

Engage:

- When you feel passionate about something, how can you express your opinion online or talk to someone face to face?



Learn:

Digital citizenship

- You've learned, in grade 4, about the rights and responsibilities you have as a digital citizen.

Rights	Responsibilities
• privacy. • protection from piracy. • ability to engage with others online. • provide and access information online. • ability to use the internet when you need to.	• respect others' privacy. • respect various sources • exhibit positive behavior in interactions with others. • ensure safe sharing online.

Social responsibility

- Express your opinions in a positive way. And connect with people in person, and respect their opinions.



- You can use the internet to help others via social media, and to contribute in social activities that help solve social issues (like improving health care, fighting pollution and the factors affecting climate change...).



- Peg Keiner uses social media to spread information about how to safely get rid of the problem of PPE in the environment.
- If you have videos or articles, about a cause. Be sure that they are accurate and easy to understand. Don't spread false information.

Corporate social responsibility

- Corporate Social Responsibility (**CSR**), is the use internet to help others, and supporting important causes.

Explore:



- In groups, discuss the rights and responsibilities you have when you communicate online. How can you use them to help your community?

Review:

(1) How can your interactions online make you a stronger digital citizen?

(2) Explain the concept of CSR.

Self-assess:

- Go to the objectives at the beginning of the lesson. Chick the correct I can... box.







Comprehension:

(1) **Look and answer:**

- **Read the posts. Check the post that's more effective. Then answer the questions that follow.**

Post (1)

- I noticed water bottles floating in the pond at the town park. It made me upset to see our beautiful park full of trash. Let's do something about it! I'd like to organize a meet-up next Saturday at 1:00 PM. We can clean up the park and talk about how we can keep it! ☐

Post (2)

- I was at the town park and there aren't enough trash cans. There is garbage all over the park, If you don't care about this, you don't care about your town. Do something to help! ☐

1. Explain your choice above.

....

2. What would you change about the post you didn't choose?

....

(2) **Read and answer:**

- Give an example of how you can use the internet to be socially responsible.

....

ICT and Me:

(3) **Think and answer:**

- How have you used you've learned about digital citizenship to become a stronger digital citizen?

Life Skills:

(4) **Read and write :**

- Write a social media post reaching out to others about ideas to help your community. Then answer the questions that follow.



Remember

- If a site is spreading false or harmful information, stop visiting that site.
- Social responsibility is the express your opinions in a positive way. And connect with people in person, and respect their opinions.
- Corporate social responsibility(CSR), is the use internet to help others, and supporting important causes.
- If you have videos or articles, about a cause. Be sure that they are accurate and easy to understand. Don't spread false information.





Al-Faez Questions ?

★ **First: Complete from words between brackets:**

(digital citizen - Privacy - responsibility - Corporate social responsibility - Social responsibility)

1. ……. is the express your opinions in a positive way. And connect with people in person, and respect their opinions.
2. .... (CSR), is the use internet to help others, and supporting important causes.
3. I can use my rights and responsibilities as a …… to communicate with others.
4. ………. is a digital citizen's right.
5. Ensure safe sharing online is ………..

★ **Second: Put a tick (✓) in front of the rights enjoyed by each digital citizen:**

1. Provide and access information online. (   )
2. Exhibit positive behavior in interactions with others. (   )
3. Respect others' privacy. (   )
4. Respect various sources. (   )
5. Ability to use the internet when you need to. (   )

LESSON 3

Online communication



Objectives By the end of the lesson, I will be able to:	Very well	OK	Need more work
- Discuss how to communicate online with people based on a variety of factors.			
- Discuss the importance of tone when communicating online.			
- Express my feelings to my colleagues using emojis.			

Engage:

- Think about how you communicate with teachers and classmates in person. How is it different from communicating with them online?

Learn:

Tone of online communication



- If you're communicating with a teacher, or a person of authority, be polite and respectful, avoid making jokes and use titles, for example, Mr., Mrs., or Dr.

- If you haven't met the person you're writing to yet, be sure to introduce yourself. State your reason for sending the message up front.

- If you're communicating with a classmate you don't know well, be sure to use their full first name.
- Abbreviations or nicknames are only appropriate between close friends.
- It's OK to be more casual in tone when writing to a friend or family member but be respectful.

*** Note:**

- When you are on a video call, your emotions will be visible to everyone, but feelings are more difficult to convey through written messages sometimes.

Positive Online Communication

Nonverbal communication:

- Nonverbal communication can be misinterpreted negatively because it does not explain tone of voice or gestures.

Use positive words:

- Set a positive tone with words such as can and will. Avoid negative words such as can't, won't, and unfortunately.

Be conversational:

- Add warmth with familiar words, contractions and personal pronouns.
- Use full sentences, proper grammar and correct spelling.

Use emojis:

- Emojis add tone and emotion. Even in more formal situations.
- it's usually safe to use one or two positive emojis.

Begin and end with positive phrases:

- Use friendly or encouraging phrases such as How are you? I like your ideas for our project. Have a good weekend!

Assume the best:

- If you misunderstand the dialogue while communicating online. Do not assume that the person you are communicating with intended to offend you or to hurt your feelings.

Explore:

- You need to reach out to someone in school for help with a task:
- Choose the person you will reach out to
- Choose the task/matter you need help with.
- Choose between writing an email or posting a message on the person's social media site.
- Write your message and share it with the class.

Review:

(1) Why is it important to consider your tone?

(2) How might employees use this information when communicating with employers and fellow co-workers?



Self-assess:

- Go to the objectives at the beginning of the lesson.
Chick the correct I can… box.







Comprehension:

(1) Read and answer:

- Choose the form of online communication you would use. You want to...
  (1) Ask your teacher to help you with an assignment.
  (2) Invite your friend to come over this weekend.
  (3) Share ideas for a community or school event.

Life Skills:

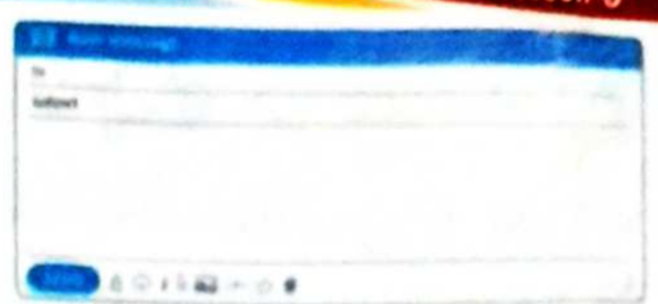
(2) Read, write, and answer:

- Choose one of the following subjects to write a short email about:
  * An event or class assignment at school
  * Your weekend plans
  * A social issue you're involved in
  * Other (your own subject choice).

(1) Write an email to:

a) Your teacher or person in authority and
b) A close friend or classmate about the subject.

- Consider your audience's personalities as you write your emails.



(2) Read your emails. How are they similar? How are they different?

....

(3) **Think, and answer:**

a) Why might someone decide to use a video chat to communicate instead of a written form of online communication?

....

b) How does a video chat with classmates and teachers differ from one with friends or family members?

....

ICT and Me:

(2) **Think and answer:**

- How do you prefer to communicate with teachers and classmates - in person or online? Why.

....

Remember

- When you are on a video call, your emotions will be visible to everyone.
- Your feelings are difficult to convey through written messages sometimes
- it's important to be positive when communicating online.



Al-Faez Questions



★ **First: Choose the correct answer from between brackets:**

1. When you are on a ....., your emotions will be visible to everyone.
(message – video call – sound clip)

2. It's important to be positive when ......
(Laptop – Internet – communicating online)

3. For .... Online Communication, use full sentences, proper grammar and correct spelling. (message – Positive – negative)

4. If you're communicating with your ...... be polite and respe... l.
(teacher – Father – All of the above)

5. ..... add tone and emotion. Even in more formal situations while communicating online. (Emojis – phone – Computer)

★ **Second: Put (✓) or (×):**

1. Do not be polite and respectful if you are communicating with an authority figure. (   )
2. Your feelings are difficult to convey through written messages sometimes. (   )
3. For Positive Online Communication, be conversationalو add warmth with familiar words, contractions and personal pronouns. (   )
4. Abbreviations or nicknames are only appropriate between close friends, while communicating online. (   )

LESSON 4

Information websites



Objectives By the end of the lesson, I will be able to:	Very well	OK	Need more work
- Discuss what's included on information websites.			
- Explain the tools and features that make a website easier to use.			
- Identify tools that can be used to create websites.			

Engage:

- What websites do you use? How easy or difficult are they to use? How do the layouts and features affect your experience?

Learn: Information websites

- Of reliable online libraries the Alexandria Digital Library, and the **E**gyptian **K**nowledge **B**ank (**EKB**).

- The Egyptian Knowledge Bank (EKB) offers:

Egyptian Knowledge Bank

* The world's largest collection of online educational resources, including articles, dictionaries, encyclopedias and books, and video, audio, and interactive files.
* Files can be downloaded to your device.
* Content suitable for all ages.





* Safe and accurate sources.
* Material that is subject to copyright.
* Free access for all Egyptian citizens.

Helpful website features

There are Search engine inside the EKB website directly within a web page.



The EKB and ADL content have specialized search engines.

- **Menus**: help you to find information.
- **Menus**: help you to avoid scrolling and spending too much time looking for general information.
- **Menus**: include clear titles and content information.
- **Icons** can be clicked to reach other sections or webpages.

Website Creation

- **WordPress** software are used to create websites.
- When you start creating a website, choose a blank template or choose one of the software's pre-loaded templates.



- Once you choose a template to work with, you will be able to access free design tools to create a website.

* **Note:** When creating a website, be sure to consider the photos and videos, and font size/type.

Explore:

- If you created your own, discuss with a partner, what you would include on a website. How could you use it to give information that could help others? Think about how you would design your website.

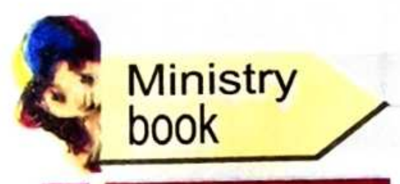
Review:

(1) How can you use online sources to help you research a topic?

(2) Of The Alexandria Digital Library, and the Egyptian Knowledge Bank, which do you think you'd use? Explain your choice.

Self-assess:

- Go to the objectives at the beginning of the lesson. Chick the correct I can… box.







(1) **Review and write:**

(1) Go to one of the following information websites - The Alexandria Digital Library, or the Egyptian Knowledge Bank. Navigate the website, taking notes on its features and overall design.



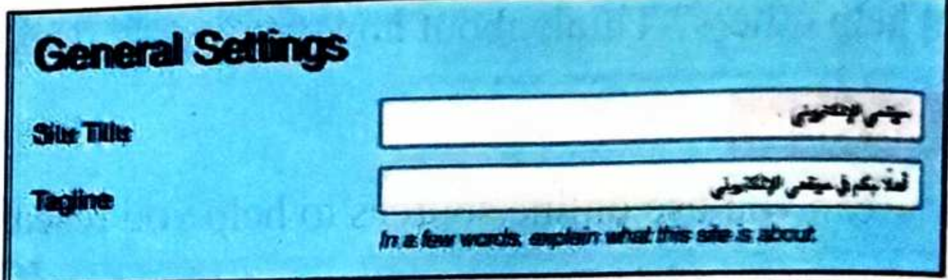
(2) Perform a search using the search engine on the site you chose. What did you type and what were the top three results?



(2) Read and create:

* Let's use tools to create a website home page.

(1) Write your suggested website's title and a tagline to explain what it's about.



(2) Design your homepage. That is the first screen a visitor will see when visiting your site. Make sure it's appealing.

Also, add a Contact and About Me page on the website.



(3) Add menus for easy navigating.



(3) Think and answer:

- How did your experience of visiting other websites affect the choices you made while creating your own?

....



Remember

- The Alexandria Digital Library, and the Egyptian Knowledge Bank are examples of reliable online libraries.
- The Egyptian Knowledge Bank (EKB) offers: The world's largest collection of online educational resources, including articles, dictionaries, encyclopedias and books, and video, audio, and interactive files.

* The features of Knowledge Bank, the following:
* Files can be downloaded to your device.
* Content suitable for all ages.
* Safe and accurate sources.
* Material that is subject to copyright.
* Free access for all Egyptian citizens.

- There are Search engine inside the EKB website directly within a web page.
- The EKB and ADL content have specialized search engines.
- **WordPress** software are used to create websites.
- When you start creating a website, choose a blank template or choose one of the software's pre-loaded templates.
- When creating a website, be sure to consider the photos and videos, and font size/type.
- When creating a website, be sure to consider the photos and videos, and font size/type.



Al-Faez **Questions**



★ First: Complete from words between brackets:

(Search engine - WordPress - online libraries - Icons - blank template)

1. The Alexandria Digital Library, and the Egyptian Knowledge Bank are examples of reliable ....
2. .... software are used to create websites.
3. When you start creating a website, by **WordPress** software, choose a ..... or choose one of the software's pre-loaded templates.
4. There are ..... inside the EKB website directly within a web page.
5. .... can be clicked to reach other sections or webpages.

★ Second: Put (✓) or (×):

1. The Egyptian Knowledge Bank (EKB) contain the world's largest collection of online educational resources. ( )
2. Menus Help you to find information in less time. ( )
3. When creating a website, be sure to consider the photos and videos, and font size/type. ( )
4. The Egyptian Knowledge Bank offers insecure and not accurate sources. ( )
5. The Egyptian Knowledge Bank is not allow free access for all Egyptian citizens. ( )

Lesson 5

Commercial and non-commercial internet services



Objectives By the end of the lesson, I will be able to:	Very well	OK	Need more work
- Identify the difference between websites (commercial/non-commercial).			
- Discuss how I can use the internet to acquire information about products.			
- Clarify how my online activity affects the advertisements that appear.			

Engage:



- How much do other people's opinions of things or services affect your decision to buy or use them?



Learn:

- Websites are divided into commercial or non-commercial.

Commercial websites

- The purpose of commercial websites is to sell products or services.
- **Amazon** is a commercial website.
- Commercial websites include customer reviews, which can be helpful to both the business and the customer. Reviews help customers decide if they want to buy a particular product or not.

Non-commercial websites

- The purpose of non-commercial websites is to provide information or raise awareness on an issue.
- EKB is a non-commercial website.

* Reviews are one way you can get information about a product. Also another way is via advertisements.

- Some reviews may not be entirely fake, but they may be misleading. A review that's overly positive or negative shouldn't be trusted.
- Be wary of fake reviews. They're usually written because a business make their product more appealing, so they write their own positive reviews or have family or friends do it.



* Websites can use information about the sites you visit, and in any online accounts you have, to place advertisements, that are geared towards your interests, geographic location, age, and gender.

- If you visits a certain website, or focuses on a specific brand, that brand might pop up more whenever he visits other websites.

Explore:

- Choose a partner. Talk about how buying things online differs from buying things in a shop. Discuss how online reviews and advertisements can influence your online shopping habits.



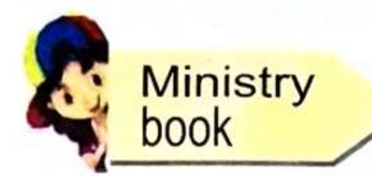
Review:

(1) With your teacher's help, name one commercial and one non-commercial website that you have visited or know about.

(2) Based on your internet activity, or interests, what types of online advertisements do you think would pop up on your screen most often?

Self-assess:

- Go to the objectives at the beginning of the lesson. Chick the correct I can… box.





Comprehension:

(1) Read, and answer:

Read the reviews. Check the one that seems more reliable.

Username: **jbd_123** ★☆☆☆☆ Comment: I WOULD GIVE ZERO STARS IF I COULD! JUST AWFUL!

Username: Reem_Salah ★★★★☆ Comment: Overall, I like this product. I like how easy it is to use. The plastic seems a little cheap, but the product works well overall. I recommend it.

(2) Write a review:

- Think about an item you, or your family, recently purchased. Write a helpful review for the product. It doesn't have to be positive!

Name of product: ....

Rate it from 1-5 stars: ☆☆☆☆☆

Comment: ....

(3) Evaluate data:

- Read about Amira's usual internet activity. What kinds of advertisements might she come across while watching videos online?

Amira's internet activity:

* Logs in to online services through her own account.
* Likes to watch funny videos that feature pets.
* Watches videos and reads articles about different places to hike.

Critical Thinking:

(4) Think and write :

(1) How can negative reviews about a company's products harm sales? How can that be fixed?

....

(2) Do you think it's an invasion of privacy to have your internet activity tracked? Why? / Why not?

....



ICT and Me:

(5) Think and answer :

- If you could create your own website, would you want to create a commercial or non-commercial one? Explain your choice.

....

....

....



Remember

- Websites are divided into two parts, commercial sites or non-commercial sites.
- The purpose of commercial websites is to sell products or services.
- Amazon is a commercial website.
- Commercial websites include customer reviews, which can be helpful to both the business and the customer.
- The purpose of non-commercial websites is to provide information or raise awareness on an issue.
- The Egyptian Knowledge Bank (EKB) is a non-commercial website.
- Reviews are one way you can get information about a product. Another way is via advertisements.
- Some reviews may not be entirely fake, but they may be misleading. A review that's overly positive or negative shouldn't be trusted.



Al-Faez **Questions ?**

★ **First: Complete from words between brackets:**

(customer reviews - Amazon - Reviews - two parts - commercial)

1. The purpose of …… websites is to sell products or services.
2. Websites are divided into ……., commercial and non-commercial sites.
3. Commercial websites include …., which can be helpful to both the business and the customer.
4. …….. is a commercial website.
5. …….. are one way you can get information about a product.

★ **Second: Put (✓) or (×):**

1. Amazon is a non-commercial website. (   )
2. The purpose of non-commercial websites is to provide information or raise awareness on an issue. (   )
3. Websites are divided into three parts, commercial, non-commercial and unknown. (   )
4. Websites can use information about the sites you visit, to place advertisements, that are geared towards your interests, age, and gender. (   )
5. The Egyptian Knowledge Bank (EKB) is a commercial website. (   )

Lesson 6

Using ICT for content creation



Objectives By the end of the lesson, I will be able to:	Very well	OK	Need more work
- Discuss the use of Microsoft Edge for locating and organizing research.			
- Discuss the use of Microsoft Editor for spelling and editing.			
- Collaborate with peers using Office 365 tools.			

Engage:

- Discuss what you do to plan, organize, create, and present research projects you're assigned.



Learn:

- **Microsoft Edge** is the web browser that comes with Microsoft Windows.
- **Microsoft Edge** can help you browse, search, stream and more.
- The **Collections** feature in Microsoft Edge organizes research in one place and on multiple devices.
- You can start a collection for each new project or assignment.
- You can export each collection to other apps such as Excel and Word.

- Within each collection you can add entire web pages, and individual videos, images (including charts and graphs), text, links and notes.



To start a collection

- To start a collection, download the programs with the help of your teacher.
  * Select Collections on the toolbar.
  * Select Start a New Collection.
  * Type the title of your collection in the box.
  * Add content by selecting Add current page.
  * Drag an image into the collection.
  * Select text or links and drag them into a collection.

Writing help - Microsoft Editor

- Use Microsoft Editor to check for spelling and grammar.
- The editor will highlight problems such as capitalization errors and incorrect words and punctuation.

- Microsoft Editor make a suggestion to correct each error, and you decide whether to accept or ignore each suggestion.
- To review possible grammar and spelling errors select the Editor icon in Word's toolbar, or in the browser.

Explore:

- As a class, practice using Microsoft Edge and Editor you've read about in Learn. Your teacher will help you.

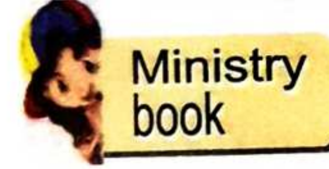
Review:

(1) Explain how the two programs can help you with school projects.

(2) Which of the two programs are you most excited about using for your next project? Explain why.

Self-assess:

- Go to the objectives at the beginning of the lesson. Chick the correct I can… box.



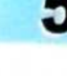
Exercises?

Life Skills:

(1) **Work with a partner:**

- Use the Microsoft 365 tools you learned about to plan and organize your research how advertisers market products to children.

....







(2) Think and answer:

- Write about your experience collaborating with your partner.

(1) Which Microsoft 365 tools were you more comfortable using? Why?

....

(2) Which Microsoft 365 tools did you have trouble with? How can your teacher help you?

....



Remember

- Microsoft Edge is the web browser that comes with Microsoft Windows. The browser can help you browse, search, stream and more.
- The Collections feature in Microsoft Edge organizes research in one place and on multiple devices.
- You can start a collection for each new project or assignment.
- You can export each collection to other apps such as Excel and Word.
- Use Microsoft Editor to check for spelling and grammar.
- Microsoft Editor make a suggestion to correct each error, and you decide whether to accept or ignore each suggestion.
- To review possible grammar and spelling errors select the Editor icon in Word's toolbar, or in the browser.



Al-Faez Questions



★ First: Choose the correct answer from between brackets:

1. To review possible grammar and spelling errors select the Editor icon in ....
   (Word's toolbar - in the browser – All of the above)
2. The ..... will highlight words or phrases which may be incorrect and also suggest alternatives, to help you edit your text.
   (Editor – online - Microsoft 365)
3. The .... feature in Microsoft Edge organizes research in one place and on multiple devices
   (Internet – Collections - Microsoft Word)
4. ...... is the web browser that comes with Microsoft Windows.
   (online - Microsoft 365 - Microsoft Edge)
5. You can start a collection for each new .... or assignment.
   (project - name - page)

★ Second: Put (✓) or (×):

1. Microsoft Edge can help you browse, search, stream and more. ( )
2. You can't export a collection to Excel or Word. ( )
3. Use Microsoft Editor to check for spelling and grammar. ( )
4. Microsoft Editor make a suggestion to correct each error, and you decide whether to accept or ignore each suggestion. ( )
5. Other tools such as vocabulary and punctuation conventions are not available in the editor. ( )

LESSON 7

How to choose online sources



Objectives By the end of the lesson, I will be able to:	Very well	OK	Need more work
- Determine the uses of information web sources available online.			
- Explain how to tell which sources are more reliable.			
- Create a presentation using reliable sources.			

Engage:

- What do you look for when determining if an internet source is appropriate for a task? How does evaluating sources make you a better digital citizen?

Learn:

- You learned about reliable online reference sites and their features. Now let's take a closer look at how you might use them for research.

USING SOURCES FOR RESEARCH

(1) ONLINE LIBRARIES

- Online libraries, are helpful for searching media (images or videos).
- Online libraries include dictionaries, thesauruses, and encyclopedias, but these are on separate sites.

- A Creative Commons search is a resource to find copyright-free information. But not all sources posted are verified or accurate.



- Online libraries such as the Alexandria Library and the EKB have secure, verified information.

(2) ONLINE MAPS



- Online Maps such as Google Maps, can provide clear and accurate directions to the required places.
- If you need to display a street, or an area map, always check online maps.
- Google Maps are considered accurate and are regularly updated.

(3) ONLINE MUSEUMS



- Online museums can be reference sites that allow you to view museums digitally.
- Online museums include information about each museum.

(4) SPECIALIZED SEARCH ENGINES

- Specialized search engines such as Google or Bing are very useful.
- Try to use appropriate keywords in your search, so that the results are relevant to the search topic.



- General search engines are also useful, but may lead you to unreliable pages or unsafe pages.

(5) A WEBSITE'S META INFORMATION

- Websites include meta information, such as keywords, information about the site, and what it contains.



- When you use a search engine and get a set of results, the information that is below each link is the meta information for the site.
- The meta information for the site allows you to read more about the site before clicking on the link.

Explore:

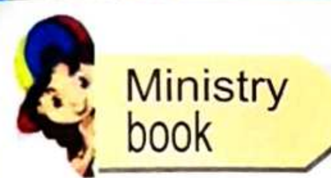
- You are going to create a presentation about an important Egyptian event or celebration. Choose your topic. With a partner, discuss how you can use what you learned to analyzing websites.

Review:

(1) Compare the information pages included in Learn.
(2) Explain how meta information can aid you in analyzing search results.

Self-assess:

- Go to the objectives at the beginning of the lesson. Chick the correct I can… box.



Exercises?

Comprehension:

(1) Read and write:

- Create an advice poster to help others understand when, and how, to use the different online sources discussed in the lesson.

....

....

....

Research:

(2) Plan your research:

- Use your notes from Explore to get started.

(1) Write the name of your topic here:

....

....

....

(2) What do you want to find out about the topic?

....

....

....

(3) Carry out your research:

- How will you use what you learned to help you with your research?

....

....

....



Remember

- Online libraries, are helpful for searching media (images or videos).
- Online libraries include dictionaries, thesauruses, and encyclopedias, but these are on separate sites.
- A Creative Commons search is a resource to find copyright-free information. But not all sources posted are verified or accurate.
- Online libraries such as the Alexandria Library and the EKB have secure, verified information.
- Online Maps such as Google Maps, can provide clear and accurate directions to the required places.
- If you need to display a street, or an area map, always check online maps.
- Google Maps are considered accurate and are regularly updated.
- Online museums can be reference sites that allow you to view museums digitally.
- Online museums include information about each museum.
- Specialized search engines such as Google or Bing are very useful.
- Try to use appropriate keywords in your search, so that the results are relevant to the search topic.
- General search engines are also useful, but may lead you to unreliable pages or unsafe pages.
- Websites include meta information, such as keywords, information about the site, and what it contains.
- The meta information for the site allows you to read more about the site before clicking on the link.



Al-Faez Questions



★ First: Complete from words between brackets:

(Alexandria - Creative Commons - encyclopedias – Online libraries - Google Maps)

1. ….., are helpful for searching media (images or videos).
2. Online libraries such as the ….. Library and the EKB have secure, verified information.
3. ….. are considered accurate and are regularly updated.
4. Online libraries include dictionaries, thesauruses, and …., but these are on separate sites.
5. A ….. search is a resource to find copyright-free information. But not all sources posted are verified or accurate.

★ Second: Put (✓) or (×):

1. If you need to display a street, or an area map, always check online maps. (   )
2. Specialized search engines such as Google or Bing are very useful. (   )
3. Websites do not include meta information. (   )
4. Online museums can be reference sites that allow you to view museums digitally. (   )
5. The site's meta information does not allow you to read more about the site before clicking on the link. (   )

LESSON 8

Choosing between synchronous and asynchronous communication



Objectives By the end of the lesson, I will be able to:	Very well	OK	Need more work
- Clarify the reasons for using online communication tools.			
- Explain online communication ethics to use.			
- Communicate effectively online.			

Engage:

- Can you think of a time when you had to communicate with someone in person? Would you have been able to have the same conversation over video chat or another online method?

Learn:

- Synchronous communication is real-time communication between people, with everyone interacting and taking in information at the same time using digital tools such as video chats, live television shows, and instant chat rooms.

- Asynchronous communication is communication that does not occur in real time and does not require an instant response.

- Asynchronous communication tools include email, voice and text messages and recorded videos.
- Synchronous communication is useful when you are writing about a lighthearted, everyday matter to friends or family and you need an immediate or quick response.
- Asynchronous communication is useful when you are writing about serious matters with someone you don't know well or with someone in authority and you don't need an answer right away.

Whenever you're communicating, you should respect the following:

- Be polite. Respect the recipient's feelings, even if you're upset about something.
- If you're sending a message to a close friend, give him time to respond before sending another message, he may be busy.
- Be helpful. Part of being a good digital citizen is helping others.
- If someone need help with online communication, share what you know.

Explore:

- Decide who you'll communicate with.

Will you use synchronous or asynchronous communication? What tool will you use (email, chat, text, etc.)?

Review:

(1) Explain why you might choose to email a close friend instead of texting.

(2) How does understanding when and how to use different forms of online communication make you a better digital citizen?

Self-assess:



- Go to the objectives at the beginning of the lesson. Chick the correct I can… box.



Exercises





Comprehension:

(1) Match:

- Draw a line from each tool to the correct communication type.

Video chat	Synchronous	Voice message
Podcast		Text message
Recorded videos		Social media post
Instant chat rooms	Asynchronous	Social media message
Email		Blog
		Live television show

(2) Read, think, and write:

- Read these situations and decide which type of communication you would choose to use. Give a reason for each choice you make:

(1) You want to tell a close friend about your day.

(2) You want a family member's opinion about a problem you're having.

(3) You want to ask your teacher for extra help.

(4) You want to ask a classmate a quick question about a school project.

Life Skills:

(3) Communicate electronically:

- Communicate electronically with the person you chose in Explore. Send your message to him.

(1) What type of communication did you use?

(2) Was your language formal or informal?

Remember

- Synchronous communication is real-time communication between people, with everyone interacting and taking in information at the same time using digital tools such as video chats, live television shows, and instant chat rooms.
- Asynchronous communication is communication that does not occur in real time and does not require an instant response.
- Asynchronous communication tools include email, voice and text messages and recorded videos.



Al-Faez Questions



★ **First: Complete from words between brackets:**

(recorded videos - real time - message - Respect - Synchronous communication)

1. Asynchronous communication tools include email, voice and text messages and ....
2. ...... is real-time communication between people.
3. Whenever you're communicating, you should be polite. .... the recipient's feelings, even if you're upset about something.
4. If you're sending a .... to a close friend, give him time to respond before sending another message, he may be busy.
5. Asynchronous communication is communication that does not occur in .... and does not require an instant response.

★ **Second: Put (✓) or (×):**

1. Part of being a good digital citizen is helping others when you're communicating. ( )
2. Asynchronous communication using digital tools such as video chats, live television shows, and instant chat rooms. ( )
3. If someone needs help communicating online, don't share what you know. ( )
4. Synchronous communication is useful when you are writing about serious matters with someone you don't need an answer right away. ( )

SCHOOL Revision Questions ?

Vocabulary:

(1) Write and compare:

* Write a sentence for each set of words to explain the connection between them. Then compare your sentences with a partner.

[a] Digital citizenship and Social responsibility

....

[b] Specialized search engines and Meta information

....

[c] Reviews and Video advertisements

....

Review Questions:

(2) Read and answer:

[a] Write a sentence on how to embrace digital citizenship and social responsibility.

....

[b] How can you show mindfulness when choosing a website to visit or online shop to purchase from?

....

[c] Give one example of when you might use formal language when communicating online on one example of informal language.

....

[d] How are specialized search engines different from general search engines?

....

[e] What is a commercial website? What is a non-commercial website?

....

[f] What is the Collections feature in Microsoft Edge? What can you add to a collection?

....

....

[g] How do you search online for a digital museum? What do you use it for?

....

[h] Explain when you might communicate with your teacher using synchronous communication and when you might use asynchronous communication.

....

....

Critical Thinking:

(3) Think and answer:

[a] How has what you have learned in Theme 3 made you a stronger digital citizen?

....

....

....

[b] Do you feel it's unethical for businesses to post reviews by family members and friends? Why? / Why not?

....

....

[c] Explain how different digital resources can help you when carrying out research for school topics.

....

....

Essential Question:

(4) Think and complete:

- After studying this theme, I know that I can use ICT tools to connect with people all over the world because:

....

....

....

Activity:

(5) Research, create, and show:

- Research a famous person that you admire. What makes the person admirable? Use your research to create a presentation using Microsoft 365 tools and show it to the class.

Include the following:

* Name the famous person that you chose.

....

....

* Specify what this person does.

....

....

* Give three interesting facts about this person.

....

....

* Write some achievements of this person.

....

....

- Invite your classmates to view your presentation.

....

....

AL FAEZ Revision Questions ?

★ First: Complete the following sentences from the brackets:

1. The purpose of ……… websites is to provide information or raise awareness on an issue.
   (EKB - Microsoft Edge - non-commercial)

2. ….., are helpful for searching media (images or videos).
   (Reviews - Online libraries - Google Maps)

3. …….. is non-commercial website.
   (The Egyptian Knowledge Bank - Amazon - non-commercial)

4. …….. is a commercial website.
   (Amazon - Reviews - Microsoft 365)

5. ….. are considered accurate and are regularly updated.
   (Alexandria - Google Maps - encyclopedias)

6. In Microsoft Edge, you can export a collection to ……..
   (Excel - Word - All of the previous)

7. …….. are one way you can get information about a product.
   (Reviews - Online libraries - Google Maps)

8. The …. feature in Microsoft Edge organizes research in one place and on multiple devices. (Internet - Collections - Microsoft Word)

9. The …… suggest alternatives, to help you edit your text.
   (Editor - Online - websites)

10. ……. can be clicked to reach other sections or webpages.
    (WordPress - Search engine - Icons)

★ Second: Match from (A) to the suitable answer from (B):

	(A)		(B)
1	Websites	A	Egyptian Knowledge Bank
2	Websites are divided into	B	include meta information
3	WordPress software	C	when communicating online
4	online library	D	commercial and non-commercial
5	be positive	E	used to create websites

★ Third: Put (✓) or (×):

1. Microsoft Word program is the web browser that comes with Microsoft Windows. ( )
2. The Egyptian Knowledge Bank (EKB) is a commercial website. ( )
3. The Egyptian Knowledge Bank offers insecure and not accurate sources. ( )
4. Exhibit positive behavior in interactions with others. ( )
5. The Egyptian Knowledge Bank is not allow free access for Egyptian citizens. ( )
6. Ability to use the internet when you need to from the rights of the digital citizen. ( )
7. (Peg Keiner) is a Global Goals Ambassador for the United Nations Association Chicago Chapter. ( )



★ First: Complete the following sentences from the brackets:

1. Egypt's "....." initiative emphasizes each citizen's role in protecting the environment. (Go Green – Go Egypt – Go to school)
2. ....., are helpful for searching media (images or videos). (Creative Commons – encyclopedias – Online libraries)
3. Microsoft Edge can help you browse, ... (stream and more – search – All of the previous)
4. The .... feature in Microsoft Edge organizes research in one place and on multiple devices. (Internet – Collections – Microsoft Word)
5. The purpose of ..... websites is to provide information or raise awareness on an issue. (non-commercial – commercial – Microsoft Word)

★ Second: Put (✓) or (×):

1. Websites do not include meta information. ( )
2. Part of being a good digital citizen is helping others when you're communicating. ( )
3. When you are on a message your emotions will be visible to everyone. ( )
4. It's important to be positive when communicating online. ( )

5 Do not be polite and respectful if you are communicating with an authority figure. (   )

★ Third: Match from (A) to the suitable answer from (B):

	(A)		(B)
1	Ms. (Peg Keiner)	A	help you to find information in less time
2	Amazon	B	is a digital citizen's right
3	Menus	C	is a National Geographic Explorer
4	WordPress software	D	is a commercial website
5	Privacy	E	used to create websites



★ First: Complete from words between brackets:

(online libraries - commercial - Icons - Microsoft Edge - Google Maps)

1 ….. are considered accurate and are regularly updated.

2 …… is the web browser that comes with Microsoft Windows.

3 The purpose of …… websites is to sell products or services.

4 The Alexandria Digital Library, and the Egyptian Knowledge Bank are examples of reliable ……..

5 ……. can be clicked to reach other sections or webpages.

★ Second: Put (✓) or (×):

1. Asynchronous communication using digital tools such as video chats, live television shows, and instant chat rooms. (   )
2. The site's meta information allow you to read more about the site before clicking on the link. (   )
3. You can start a collection for each new page or assignment. (   )
4. Websites are divided into three parts, commercial, non-commercial and unknown. (   )
5. The Egyptian Knowledge Bank is not allow free access for all Egyptian citizens. (   )

Exam 3 March ?

★ First: Choose the correct answers from a, b, or c:

1. ....., are helpful for searching media (images or videos).
   a) Online libraries b) Google Maps c) online
2. Specialized search engines such as Google or Bing are very useful.
   a) Google b) Bing c) All of the above
3. .... are one way you can get information about a product.
   a) Internet b) Reviews c) Network
4. There are ..... inside the EKB website directly within a web page.
   a) Search engine b) Menus c) Icons
5. It's important to be positive when ......
   a) Laptop b) Internet c) communicating online

★ Second: Put (✓) or (×):

1. If someone needs help communicating online, don't share what you know. ( )
2. The Egyptian Knowledge Bank offers insecure and not accurate sources. ( )
3. Menus help you to find information in more time. ( )
4. (Peg Keiner) is a Global Goals Ambassador for the United Nations Association Chicago Chapter. ( )
5. Maintaining a clean environment is your a social responsibility. ( )

★ Third: Match from (A) to the suitable answer from (B):

	(A)		(B)
1	The Egyptian Ministry of Environment in 2019,	A	Used to check for spelling and grammar
2	Microsoft Editor	B	started "Go Green" initiative
3	You can export a collection	C	is a non-commercial website
4	The Egyptian Knowledge Bank (EKB)	D	adds tone and emotion while communicating online
5	Emojis	E	to Excel or Word

THEME 4

Software projects



ESSENTIAL QUESTION:

How can ICT tools help solve problems in our everyday lives?

SPOTLIGHT on theme 4

- In this theme, you will learn more about the inner workings of ICT tools. You will also look at binary numbers and what they are. You'll learn the importance of planning projects in advance and how to use Excel, PowerPoint, and websites to present and share information in an appealing way.

LESSON 1

Explorer in Action



Objectives By the end of the lesson, I will be able to:	Very well	OK	Need more work
- Identify ways of using sensor networks to collect data.			
- Research how technology was used to solve problems.			
- Think of ways to solve problems using technology.			

Engage:



- How does technology help you in your everyday life? How do you use it to overcome challenges?

Learn:



Dr. Diego Ponce de Leon

- **Dr. Diego Ponce de Leon** holds a PhD from the Energy and Resources Group, University of California.
- He develops the use of technology to build renewable energy-related data infrastructure and systems.
- Data systems allow **Dr. Diego** to collect data on power grids in order to improve the power system and reduce energy waste.



- Nowadays, the world transitioning from using power generated by fossil fuels derived from coal, natural gas, and oil, to wind and solar power.



Energy efficiency is important

- Dr. Ponce de Leon's work helps devices work efficiently by connecting all the refrigerators and air conditioners together by a thermostat.
- Thermostat is a switch that measures the temperature in air conditioners and refrigerators, and programming a computer to monitor and control them.



- Dr. Ponce de Leon's create software to program the air conditioners and refrigerators in a new, energy-efficient way.
- He used sensors (devices which communicate information back to a computer) to monitor the appliances.
- He used the sensors to monitor how much energy the refrigerators and air conditioners used throughout the day.
- How much electricity uses changes throughout the day, more energy is used by air conditioners in the afternoon in summer because it is very hot out!
- By monitoring how much energy is being used, Dr. Ponce de Leon was able to balance the power grid by moving and storing the electricity from one place to another so that the amounts are more equal.

- Using technology to collect data is crucial in planning for the future.
- In Egypt, a similar system is being used for a different reason. Egypt
- has been increasing its agricultural land to ensure food security.

Video:



* Watch the video about Dr. Diego Ponce de Leon.
What major problems do you think he faced?

Explore:

"There is a solution to everything. We may not have found it yet but it exists." How true is this statement? How has technology today helped us solve past challenges?

Review:

(1) Egypt is striving to increase its resources to meet the needs of its citizens. Express your opinion about this.

(2) How can ICT tools be used to solve the problems you face?

Self-assess:

- Go to the objectives at the beginning of the lesson.
Chick the correct I can… box.



Exercises ?

Comprehension:

(1) Read, think and answer:

- Dr. Ponce de Leon used a small, computer called a Raspberry Pi 2B to manage the processing and storage of data, as well as run software.
- Students programmed their Raspberry Pi to sense when the plants in the school garden were dry, and the computer started the watering system.

(1) What problems did Dr. Ponce de Leon solve by using the Raspberry Pi 2B?

....

....

(2) Why is the Raspberry Pi 2B an important invention?

....

....

Research:

(2) Search and write:

- Use the internet to research the problems and technological solutions that might prevent you from finding data.

....

....

....

....

....

....

Creative planning:

(3) Think and write:

- Your school principal has asked you to think of ways to upgrade your school. What technological solutions can be applied? Write your ideas in the table.

Problem	Technological Solution
The library is too small to add more books.	
The cafeteria gets too crowded during the break.	
It would be great to have a field trip once a week but there is no budget for it.	

Remember

- Dr. Diego Ponce de Leon holds a PhD from the Energy and Resources Group, University of California.
- He develops the use of technology to build renewable energy-related data infrastructure and systems.
- Data systems allow Dr. Diego to collect data on power grids in order to improve the power system and reduce energy waste.
- Nowadays, the world transitioning from using power generated by fossil fuels derived from coal, natural gas, and oil, to wind and solar power.
- He used sensors (devices which communicate information back to a computer) to monitor the appliances.



Al-Faez Questions



★ First: Choose the correct answer from a, b, or c:

1. ..... allow Dr. Diego to collect data on power grids in order to improve the power system and reduce energy waste
   a) The power system b) Data systems c) Reduce energy waste

2. Nowadays, the world transitioning from using power generated by fossil fuels derived from coal, natural gas, and oil, to ....
   a) wind power b) solar power c) All of the above.

3. ...... is a switch that measures the temperature in air conditioners and refrigerators, and programming a computer to monitor and control them.
   a) Thermostat b) natural gas c) fossil fuels

4. Dr. Ponce de Leon's used .... (devices which communicate information back to a computer) to monitor the appliances.
   a) sensors b) Computer c) Temperature

5. Dr. Leon's create .... to program the air conditioners and refrigerators in a new, energy-efficient way.
   a) devices b) software c) monitor

★ Second: Put (✓) or (×):

1. Dr. Diego Ponce de Leon received his Ph.D. from Cairo University. ( )

2. The amount of electricity used does not change throughout the day. ( )

LESSON 2

How digital devices work

Objectives By the end of the lesson, I will be able to:	Very well	OK	Need more work
- Explain how to install computer software safely.			
- Discuss how to make computer software updates.			
- Explain how to troubleshoot screen freezes.			

Engage:

- What factors do you or would you consider when deciding to install software on your devices?



Learn:

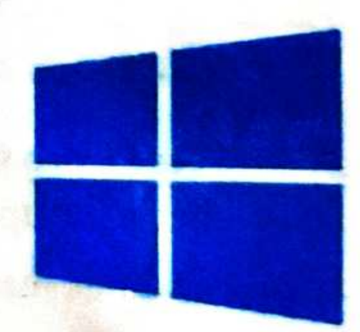
Tips for common ICT issues

Installing software



- Most software programs, like Microsoft Office versions and Google Chrome, are downloaded from the internet.

*** Steps to install software on a Windows PC:**



1) Find the program online.
2) Click the download button.
3) Click on the file, located in Downloads.
4) A box will pop up.
5) Follow the instructions to finish the installation process.

*** Steps to install software on an android device:**

1) Tap on the Apps icon.
2) Go to the App store (Google Play stores).
3) Find the app you're looking for and click install.



Updating Software

- Software programs often need to be updated.
- Updates help programs to run more efficiently.
- Many programs install necessary updates automatically.

*** Steps to install updates:**

*** Windows PC:**



- Some major updates require a restart.

- To manage updates, go to the following:

1) Start button
2) Settings
3) Update and Security
4) Windows update.

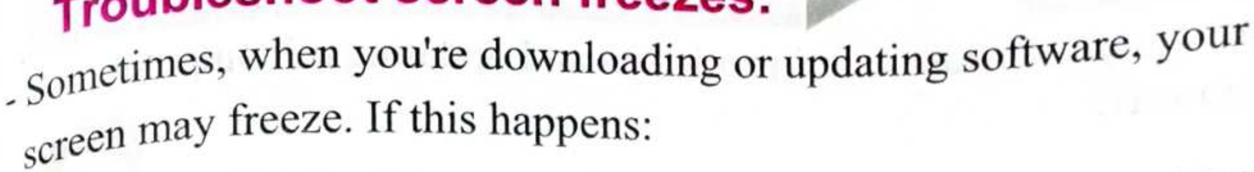


*** Note:** If you don't use official stores, only download software from reliable sources.

*** Android device:**

* To check for updates, go to System → System Update. You will find updates that still need to be installed. Tap on the icon and follow the instructions to install the appropriate updates.





Troubleshoot screen freezes:

- Sometimes, when you're downloading or updating software, your screen may freeze. If this happens:

*** Windows PC:**

Press and hold the "Ctrl," "Alt," and "Del" buttons.

And use the Task manager to shut down any program that is marked as "not responding."

- If that doesn't work, turn your device off by pressing and holding down the power button for several seconds. Then wait a few more seconds before restarting your device.

*** Android device:**

- Hold down the power button for 30 seconds and restart.

Binary numbers system

- Computers use binary to store data more efficiently.
- Computers understand data (numbers) through a binary electrical signal (1 means on, 0 means off).
- The binary system uses the two values 1 and 0 to express the binary numbers system.



Explore:

- How can ICT help you in your everyday tasks? Work in a group to discuss the ways that help you with that.



Review:

- How can you ensure safe installation and updating of computer programs?



Self-assess:

- Go to the objectives at the beginning of the lesson. Chick the correct I can... box.





Ministry book

Exercises

Comprehension:

(1) Read and write:

(1) You want to download a new program. Explain the steps you should take to download it. Be sure to specify whether you're downloading it using a Windows PC or an Android device.

....

....

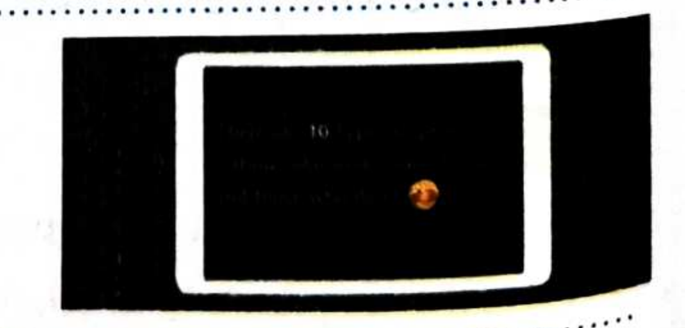
....

(2) The program you downloaded needs to be updated. Explain the steps you should take to update it.

....

....

(2) Look, think, write:



(1) Look at this. Why does it look strange at first sight?

....

(2) Which number system do computers recognize? Why do you think this system is known as a 'base 2 system'?

....

....

ICT and Me:

(3) Think and answer:

- Think of a computer program you'd like to download.

1. What would it do?

....

2. Why would you want or need it?

....

3. How would it be a positive addition to your life?

....



Remember

- Most software programs, like Microsoft Office versions and Google Chrome, are downloaded from the internet.
- Many programs install necessary updates automatically.
- If you don't use official stores, only download software from reliable sources.
- To solve the problem that the screen has stopped responding, on a Windows computer, press and hold the "Ctrl", "Alt" and "Del" buttons.
- Computers use binary to store data more efficiently.
- Computers understand data (numbers) through a binary electrical signal (1 means on, 0 means off).



Al-Faez Questions ?

★ First: Choose the correct answer between the brackets:

1. Most software programs, like Microsoft Office versions and Google Chrome, are downloaded from the ......
   (Internet - software - Search engine)

2. Many programs install necessary .... automatically.
   (updates - downloaded - software)

3. Some major updates require a .... on Windows PC.
   (software - Microsoft Office - restart)

4. If you don't use official stores, only download software from ......
   (Windows - Android device - reliable sources)

5. Updates help programs to run more efficiently.
   (updates - programs - software)

★ Second: Arrange the steps to install a software on a Windows PC:

( ) Find the program online.
( ) Click the download button.
( ) A box will pop up.
( ) Follow the instructions to finish the installation process.
( ) Click on the file, located in Downloads.

LESSON 3

An introduction to binary numbers



Objectives By the end of the lesson, I will be able to:	Very well	OK	Need more work
- Explain why computers use the binary number system to store data.			
- Describe the binary number system.			
- Read and write binary numbers.			

Engage:

- How do computers send, receive, and store information?

Learn:

- Computers can perform amazing tasks quickly.
- Although computers really only understand information represented by 1s and 0s, something also called yes/ no, on/off.



- The binary number system is used to send, receive and store information on digital electronic devices such as computers, phones and calculators.
- Humans use the decimal system to communicate using numbers.
- The decimal system has ten unique numerals (0-9), therefore called the base ten system.



- We use ten number symbols to represent all possible numbers. That means that once we count past the number nine, we add one of the ten unique number symbols as a digit on the left.
- Counting from the right, each place represents a value ten times as big as the previous one.
- Computers are like a light switch, the computer design is allow only two states: on and off. That's why the binary number system works so well for sending, receiving and storing digital information.

Decimal	Binary					
		---	---	---	--	-
		x16	x8	x4	x2	x1
1	1	0	0	0	0	1
2	10	0	0	0	1	0
3	11	0	0	0	1	1
4	100	0	0	1	0	0
5	101	0	0	1	0	1
6	110	0	0	1	1	0
7	111	0	0	1	1	1
8	1000	0	1	0	0	0
9	1001	0	1	0	0	1

Explore:

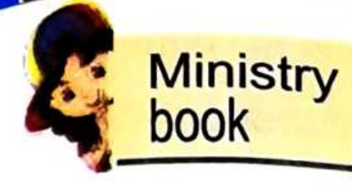
- Work with a partner to write the binary numbers for 10-20. What is the largest binary number you can write without adding another column?

Review:

- How are the decimal and binary number systems similar? How are they different?

Self-assess:

- Go to the objectives at the beginning of the lesson. Chick the correct I can… box.

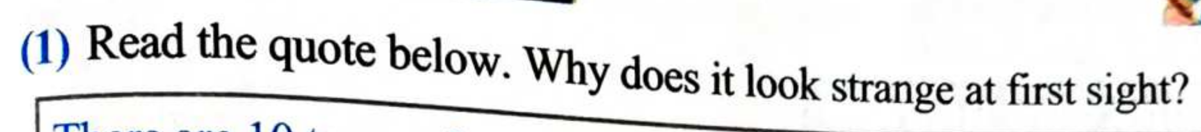


Exercises ?



Comprehension:

(1) Read and answer:



(1) Read the quote below. Why does it look strange at first sight?

> There are 10 types of people those who understand binary and those who don't.

....

(2) Which two number systems are referenced in the quote below?

....

....

(3) What does the quote mean?

....

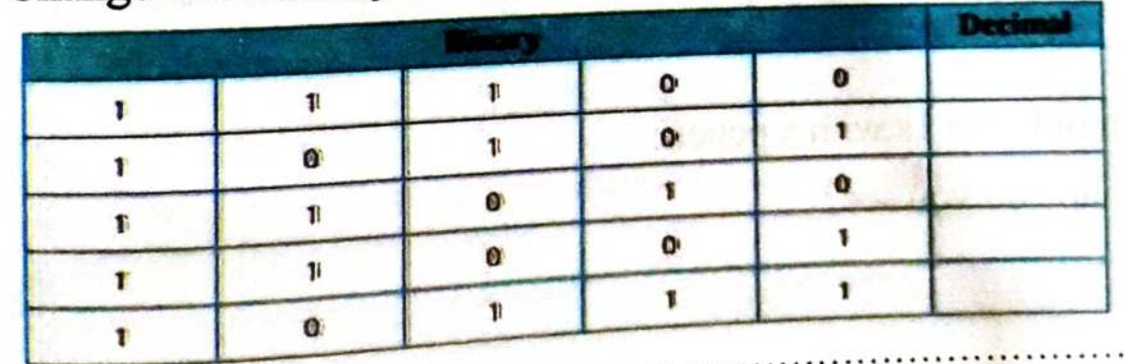
....



Critical thinking:

(2) Think and write:

(1) Change these binary numbers into decimal numbers.



Binary					Decimal
1	1	1	0	0	
1	0	1	0	1	
1	1	0	1	0	
1	1	0	0	1	
1	0	1	1	1	

....

....

....

(2) With the decimal number system, you can use one hand to count to 5. How high can you count on one hand using the binary number system?

....

....

....

ICT and me:

(3) Think and answer:

- For the first grid, write the binary number for each decimal number you see.

15				
9				
15				
9				

- Color in only the 1s with a pencil.
- What shape do you see?

....

....

- Use the second grid to make your own shape.
- Have another student give you numbers to complete the third grid.



Remember

- Although computers really only understand information represented by 1s and 0s, something also called yes/ no, on/off.
- The binary number system is used to send, receive and store information on digital electronic devices such as computers, phones and calculators.
- Humans use the decimal system to communicate using numbers.
- The decimal system has ten unique numerals (0-9).



★ First: Choose the correct answer from between the brackets:

1. The binary number system is used to send, receive and store information on digital electronic devices such as ....
   (computers - phones - All the previous)

2. Humans use the decimal system to communicate using numbers.
   (decimal system - Signal system - Double system)

3. We use .... symbols to represent all possible numbers.
   (two number - ten number - three number)

4. .... are like a light switch, the computer design is allow only two states: on and off.
   (System - Computers - numbers)

5. The decimal system has ten unique numerals ......
   ((0-1) - (0-9) - (0-10))

LESSON 4

Determining the needs for a digital project

Objectives	Very well	OK	Need more work
By the end of the lesson, I will be able to:			
- Explain the digital tools I may need to work on a project.			
- Classify the needs and roles in a group project I'm working on.			
- Share my feelings on my role in a group project.			

Engage:

- How do you plan for a new project? Do you prepare differently when being assigned a group project than when you are assigned an individual project?
- Why is it important to determine the needs of a project - group or individual - before starting it?

Learn:

- Explorer Ponce de Leon understands the importance of planning, uses technology to collect data to plan for the future.
- **Before starting your project, discuss in groups:**

* What will the final product be? Presentation, poster, web page, or film?



* What is needed? Make a list of the things needed to deliver the project on time.
* Which tools will you use? Decide on the tools that will be needed to complete each section of the project.
* Who will do each part? Assign roles based on the strengths and interests of each group member.

- **Let's look at some tools you may need for a group project.**
- **Microsoft Word:** Word (in Microsoft Office 365) is an efficient program to use when working on projects.
- Group can members work together at the same time with an internet connection with Microsoft Office 365.
- You can set up a Word document to be edited by numerous users, at different locations, by setting up online editing.





- **Microsoft Paint:** You can save the images you create and insert them into your document.



- **Email:** Use email to send your work to other group members or to your teacher.

Assigning roles:

*** Before you start, discuss with your group members to the following:**

- The strengths of each group member that can benefit the group.
- The things needed to complete the project: pictures, text, data, etc.
- The format that will be used to deliver information.

Explore:

- Bakkar, the young explorer from the popular cartoon, helps spread information about environmental issues that affect Egypt. Think about role models you have, from ones on TV and Egyptian explorers.



- What important issues might they focus on? Discuss as a group.
- Keep notes as you discuss. You'll use these characteristics to create your own Junior Explorer in Learn By Doing.

Review:

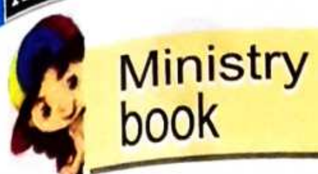
(1) Explain how digital tools like Word and Paint can be used for projects.

(2) Be important to assign project roles in advance? How will it make your project go more smoothly?

Self-assess:

- Go to the objectives at the beginning of the lesson. Chick the correct I can… box.





Ministry book

Exercises?



Critical Thinking:

- Think and write:

- Review your notes from Explore.
- Write the characteristics of your Junior Explorer below.

....

- What makes him/her a good role model for Egyptians your age?

....

....

- How does your Junior Explorer use his/her strengths to spread information about important issues to others?

....

....





Remember

- Explorer Ponce de Leon understands the importance of planning, uses technology to collect data to plan for the future.
- **Microsoft Word**: Word (in Microsoft Office 365) is an efficient program to use when working on projects.
- Group can members work together at the same time with an internet connection with Microsoft Office 365.
- You can set up a Word document to be edited by numerous users, at different locations, by setting up online editing.
- **Microsoft Paint:** You can save the images you create



Al-Faez Questions



★ First: Put (✓) or (×):

1. Before you start the project, do not discuss with your group members the things needed to complete the project. (   )
2. Explorer Ponce de Leon does not understand the importance of Planning. (   )
3. Explorer Ponce de Leon, uses technology to collect data to plan for the future. (   )

★ Second: Complete from words between brackets:

1. Group can members work together at the same time with an internet connection with ....
   (Microsoft Paint - Microsoft Excel - Microsoft Office 365)
2. With ...., you can save the images you create and insert them into your document.
   (Microsoft Paint - Microsoft Excel - Microsoft Office 365)
3. You can set up a .... to be edited by numerous users, at different locations, by setting up online editing.
   (Microsoft Word - Word document - Microsoft Office)
4. ...... is used to send your work to other group members or to your teacher. (Word - Email - Paint)
5. Before you start the project, discuss with your group members the format that will be used to ....
   (Internet - Email - deliver information)

LESSON 5

Gathering data and presenting information



Objectives By the end of the lesson, I will be able to:	Very well	OK	Need more work
- Discuss how to research, collect, classify, and process information to share with others.			
- Explain the importance of digital information-handling skills.			
- Create a graph to share specific information.			

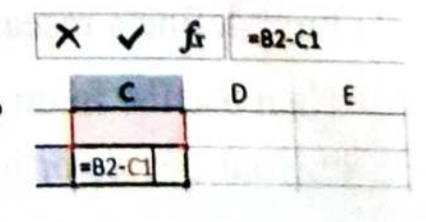
Engage:

- Think about an issue that's important to your local community, for example air or land pollution, or plastic waste. How can you gather information about the issue and present it to others?

Learn:

*** Here are some useful tools in Excel:**

- To add the values of cells, use "+"
- To subtract, use "-"
- To multiply, use "*"
- To divide, use "/"
- Use "=" in the cell that will create the formula, for example "= B2 - C1"



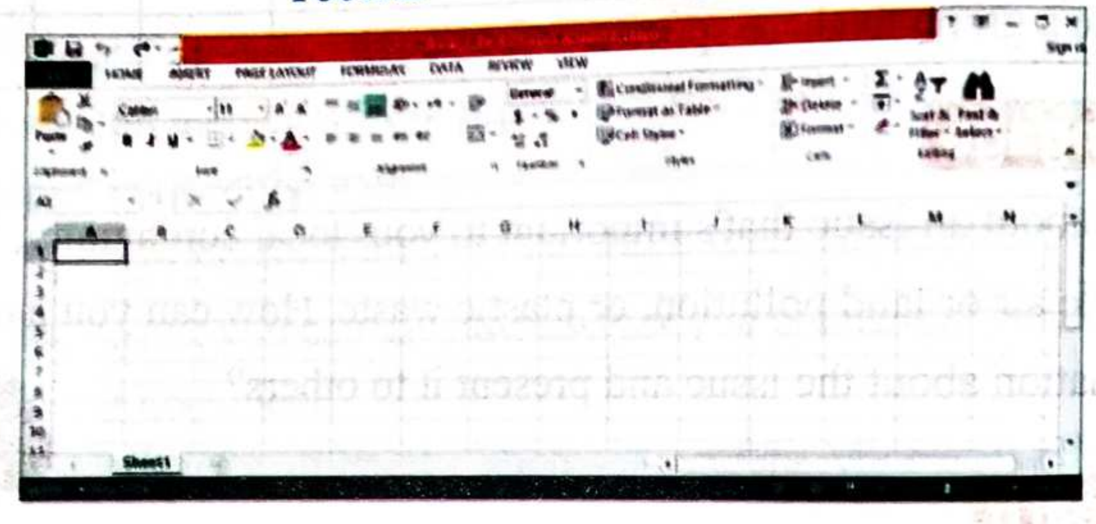
- To add up numbers: Select the cells you want to add together.
  Then click: Home Tab → AutoSum → Enter

• To add titles or labels (e.g., for an axis) to a graph/chart:
  Toolbar→ Chart Design Chart Element

• Choose the color of a graph/chart:
  Toolbar→ Chart Design→ Format

• Choose the type of a graph/chart:
  Toolbar→ Chart Design→ Change chart type

• Choose the layout of a graph/chart:
  Toolbar→ Chart Design→ Quick Layout



Digital information-handling skills

- You can research, collect, classify and process information using digital information handling skills.

Research: When researching a topic:

1) First define a research question.
2) Then use the internet or offline sources, such as digital books found on your device or in the school library, to find information.



Collection: You can use Word, Excel (for numeric data), and pen and paper.

- Put data into specific files and folders for different types (e.g. images, text, videos, tables).

Classification: Excel graphs are one example of how you can classify and provide a visual representation of data drawn in the form of a graph.

Processing: Once you have researched, collected, and classified your information, you want to process it to get to results and share them with others.

- Word program used to write a report.
- Excel program used to create a spreadsheet.
- PowerPoint is used to create a presentation.



Explore:

- In groups, discuss how useful you think the tools above are to help you find, organize, process, and present information about an issue that's important to you.

Review:

(1) Explain how digital information-handling skills can help you gather and share information with others.

(2) How can a graph help enhance information in a report or presentation?

Self-assess:

- Go to the objectives at the beginning of the lesson. Chick the correct I can… box.



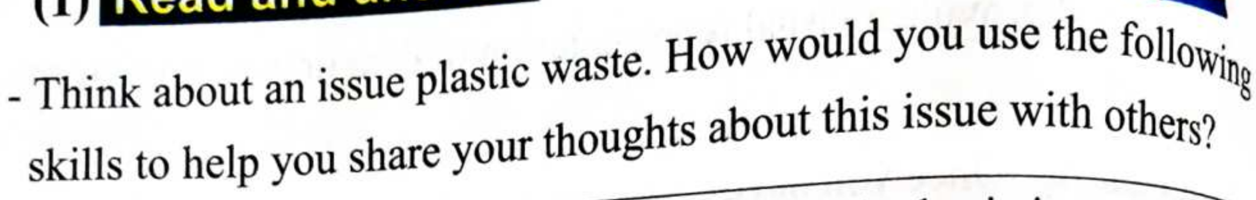


Exercises ?



Comprehension:

(1) Read and answer:



- Think about an issue plastic waste. How would you use the following skills to help you share your thoughts about this issue with others?

Research	Things to find out: How much plastic is used?
Collection	What tools would you use to collect data? Do you need just text or would images?
Classification	How do you use files, folders and different software programs to classify the information?
Processing	Which is the most effective way of processing this information?

(2) Research plastic waste:

- Research plastic waste in your area. Make a note of the information below.

....

....

Life Skills:

(3) Read and create:

- Plastic waste is an important issue to many Egyptian citizens. There are some information about for different plastic products to biodegrade. Read it, then create a graph for the information.

- How long it takes for something to biodegrade:
(biodegrade: naturally decompose)

Plastic waste	bags	straws	toothbrush	cup	bottles
Years	20	200	500	50	450

(1) Explain how to display the information above as a graph.
....

(2) Decide what type of graph to use.
....

(3) Explain how to set the color of the graph.
....

(4) Create your graph.



(4) Share and discuss:

Share your information with a classmate. Then discuss as a class.

ICT and Me:



(5) Think and answer:

(1) How can using digital information-handling skills help you to become a more socially responsible individual?

(2) Which digital information handling skill are favorite?



Remember

- It is best to save data into specific files and folders for different types
- Word program used to write a report.
- Excel program used to create a spreadsheet.
- PowerPoint is used to create a presentation.




Al-Faez

Questions



★ First: Put (✓) or (×):

1. You could use Excel for a spreadsheet. (   )
2. It is not recommended to save data into specific files and folders for different types. (   )
3. Using digital information handling skills, you can research, collect, classify and process information . (   )
4. Excel graphs are one example of how you can classify data. (   )
5. In Excel to subtract, use "*" (   )

★ Second: Choose the correct answer between brackets:

1. .... program used to display data and information in the form of a graph.

   (Word - presentation - Excel)
2. You could use ...... for a report.

   (Word - presentation - Excel)
3. In Excel to add the values of cells, use ......

   (" - " , " * " , " / " , " = ")
4. You could use PowerPoint to create a ....

   (Word - presentation - Excel)
5. In Excel to multiply, use ....

   (" - " , " * " , " / " , " = ")

LESSON 6

Presenting information in an appealing way



Objectives By the end of the lesson, I will be able to:	Very well	OK	Need more work
- Discuss the importance of using visuals and audio (multimedia) to enhance an informational presentation.			
- Explain how to use digital tools like WordArt and Movie Maker.			
- Discuss how I can use what I learned to make my own presentation more appealing.			

Engage:

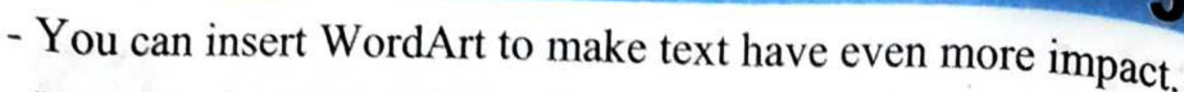
- What is your favorite TV show? Why is it visually appealing? How can we make a presentation visually appealing, too?

Learn:

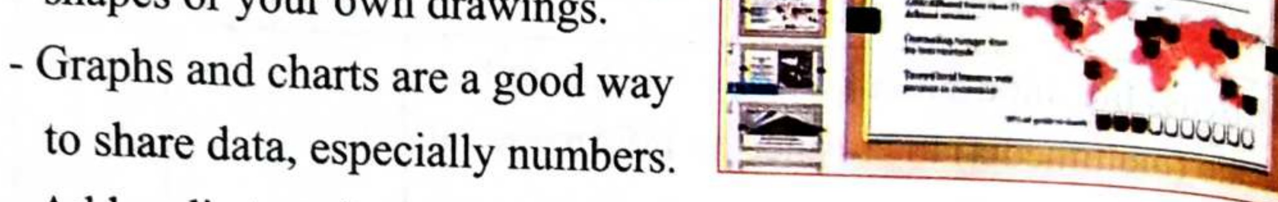
* An effective presentation is just like your favorite TV show or movie, it's a story that you are telling your audience.

Microsoft Word and PowerPoint

* Text can show important information in an appealing way.
- Use one or two colors to show emphasis on specific information.
- Put important text in bold to make key information stand out.



- You can insert WordArt to make text have even more impact.
- Photographs can catch the viewer's eye.
- To create an effective presentation, in PowerPoint use different background colors.
- To create an effective presentation, in PowerPoint, you can insert shapes or your own drawings.



- Graphs and charts are a good way to share data, especially numbers.
- Add audio to enhance a text or image.
- Be sure there's a clear link to the visual displayed data, and that it's not long or distracting.
- Use video clips you have made in your presentation or ones you find online.

Movie Maker

- Movie Maker is used to make a film from a selection of still images.
- The intellectual property rights of others should be respected when using their photos, videos and audio files.

Explore:

- How could you use the tools above to share your message in a more appealing way? Discuss with a partner. Keep notes.

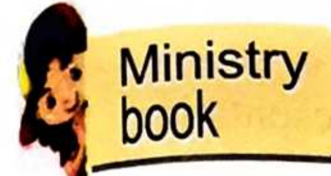
Review:

- Why are the tools above important parts of an effective presentation?

Self-assess:

- Go to the objectives at the beginning of the lesson. Chick the correct I can… box.





Exercises?

Comprehension:

(1) Look and answer:

- How does each type of information in the chart contribute to storytelling? Give examples of how to include them in presentations.

Visual Audio	
Audio	
Text and numerical	

Life Skills:



(2) Read and answer:

- Think about the issue that you chose to focus on.

(1) Choose a photo that you could include in a presentation about your chosen issue. Share it here.

(2) Gather important data that you can include in your presentation. Create a graph for it here.

....

(3) Think of audio that can go with the photo you choose.

....

....

(4) Explain how you might include a video in your presentation.

....

....

ICT and Me:

(3) Think and answer:

- Think about a presentation you have made in the past. How could you use what you learned in this lesson to make that presentation even better?

Remember

- An effective presentation is just like your favorite TV show or movie
- An effective presentation is just like story you are telling your audience.
- To create an effective presentation, in PowerPoint use different background colors.
- To create an effective presentation, in PowerPoint, you can insert shapes or your own drawings.
- Graphs and charts are a good way to share data, especially numbers.
- Movie Maker is used to make a film from a selection of still images



Al-Faez **Questions**



★ First: Choose the correct answer from a, b, or c:

1. An effective presentation is just like ......

a) your favorite TV show
b) your favorite movie
c) All of the above.

2. .... are a good way to share data, especially numbers.

a) TV show
b) Graphs and charts
c) The movies

3. To create an effective presentation, in PowerPoint add .... to enhance a text or image.

a) Audio
b) Microsoft Word
c) Microsoft Excel

4. To create an effective presentation, in PowerPoint use ....

a) different background colors.
b) insert shapes or your own drawings.
c) All of the above.

5. .... is used to make a film from a selection of still images.

a) Movie Maker
b) PowerPoint
c) Microsoft 365

LESSON 7

Producing an effective presentation

Objectives By the end of the lesson, I will be able to:	Very well	OK	Need more work
- Explain the value of using a storyboard to tell a story.			
- Discuss the 10-20-30 rule and how it relates to presenting information.			
- Create a presentation for the issue I want to share.			

Engage:

- Think about TV presenters, and your teachers. What do they do to get your attention while presenting? How effective are those methods?

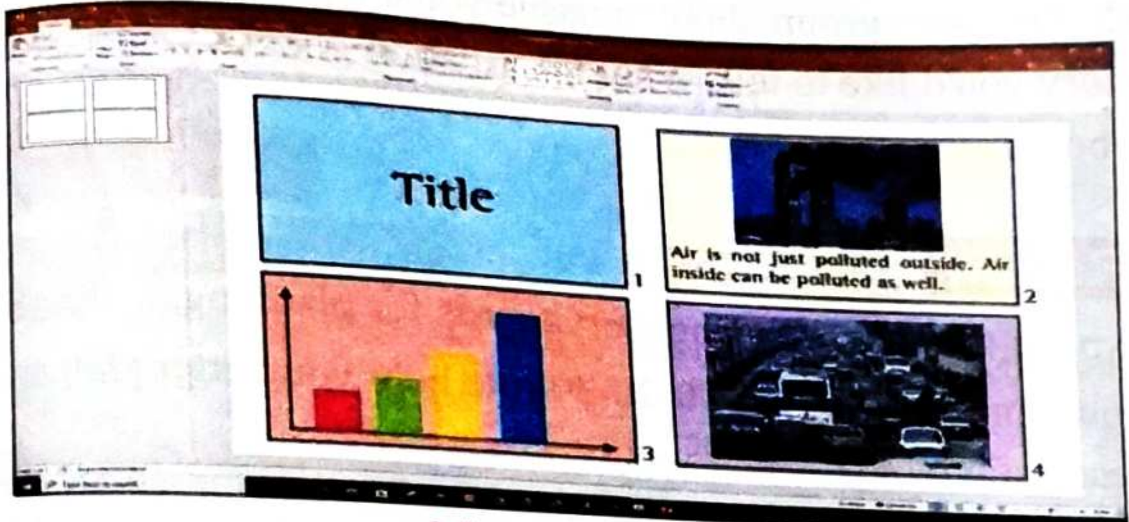


Learn:

Storyboards

- Storyboards allow you to plan your ideas and pre-visualize the results of a presentation.
- Using Microsoft PowerPoint to make storyboards can be valuable to help producing an effective presentation.
- Make a very rough version of your presentation with a description of each slide.
- To see an overview of your presentation, go to **View → Slide Sorter**.

- A storyboard is a chart that shows a sequence of content that forms a plan or outline of your presentation.



View slide sorter

- A storyboard helps you organize your ideas in order, allows you to tell the story you want in a simple way, and helps you give an organized and understandable presentation.

The 10-20-30 rule of Microsoft PowerPoint

- A PowerPoint Presentation shouldn't present too much information or take up too much time that will overwhelm the audience.

Let's learn about the 10-20-30 rule of PowerPoint:

Font size should be easy to read.

10: up to ten slides only

20: no longer than 20 minutes

30: font no smaller than 30-point size

- While preparing your presentation, use the "Design" tab, which offers alternative to the normal black-and-white design.



Explore:

- Work with your group about an issue you'd like to share. Think about the story you'd like to tell. What information goes in your PowerPoint storyboard?

Review:

(1) Explain the value of using storyboards for planning.

(2) How can following the 10-20-30 rule help you better plan a presentation?

Self-assess:

- Go to the objectives at the beginning of the lesson. Chick the correct I can… box.





Exercises?

Comprehension:

(1) **Look and answer:**

- Think about the 10-20-30 rule and answer the questions.

(1) What might happen if you use too many slides in a presentation?

....

(2) Why is it important to stick to time limits in a presentation?

....

(3) You view a presentation that's hard to read. What advice would you give to the presenter for next time?

....

(2) Read and answer:

- How can you quickly change the design of your presentation?

....

....

ICT and Me:

(3) Think and answer:

(1) How did using a storyboard help you and your group with your presentation?

....

(2) How did using the 10-20-30 rule help you and your group with your presentation?

....

(3) How has working as a group helped make your presentation better?

....



Remember

- Storyboards allow you to plan your ideas and pre-visualize the results of a presentation.
- Using Microsoft PowerPoint to make storyboards can be valuable to help producing an effective presentation.
- A storyboard is a chart that shows a sequence of content that forms a plan or outline of your presentation.
- A storyboard helps you organize your ideas in order.
- A storyboard allows you to tell the story you want in a simple way, and helps you give an organized and understandable presentation.



Al-Faez

Questions



★ First: Choose the correct answer from between brackets:

1. A storyboard is a chart that shows a sequence of content that forms .... of your presentation.
   (a plan – outline – All of the Previous)

2. In PowerPoint, to see an overview of your presentation, go to .....
   (View → Slide Sorter - File → Open - Edit → Copy)

3. Using ...... to make storyboards can be valuable to help producing an effective presentation.
   (Microsoft PowerPoint – Microsoft office 365 – Microsoft Word)

4. A PowerPoint Presentation shouldn't present too much .... that will overwhelm the audience. (Internet – information – Tools)

5. ..... allow you to plan your ideas and pre-visualize the results of a presentation.
   (Microsoft PowerPoint – Storyboards – Microsoft Word)

★ First: Put (✓) or (×):

1. A storyboard does not helps you organize your ideas in order.( )
2. A PowerPoint Presentation shouldn't present take up too much time that will overwhelm the audience. ( )
3. In PowerPoint Presentation font size should be easy to read. ( )
4. In PowerPoint Presentation slides should be up to fifty slides. ( )

LESSON 8

Web design principles



Objectives By the end of the lesson, I will be able to:	Very well	OK	Need more work
- Discuss the features that make websites appealing.			
- Explain what HTML coding is and how it can help build a web page.			
- Create a poster, presentation, or simple web page to share a story.			

Engage:

- What websites do you like? Which features make them appealing? How do they tell their story?

Learn:

- You can share your story in a variety of ways. You can use PowerPoint, a poster, or you can post it online as a web page.

Creating a web page

- You can create your story directly through a website-building program.

* You can also use Microsoft Word to create your web page. When your document is ready, choose 'Web layout' in the 'View' tab.

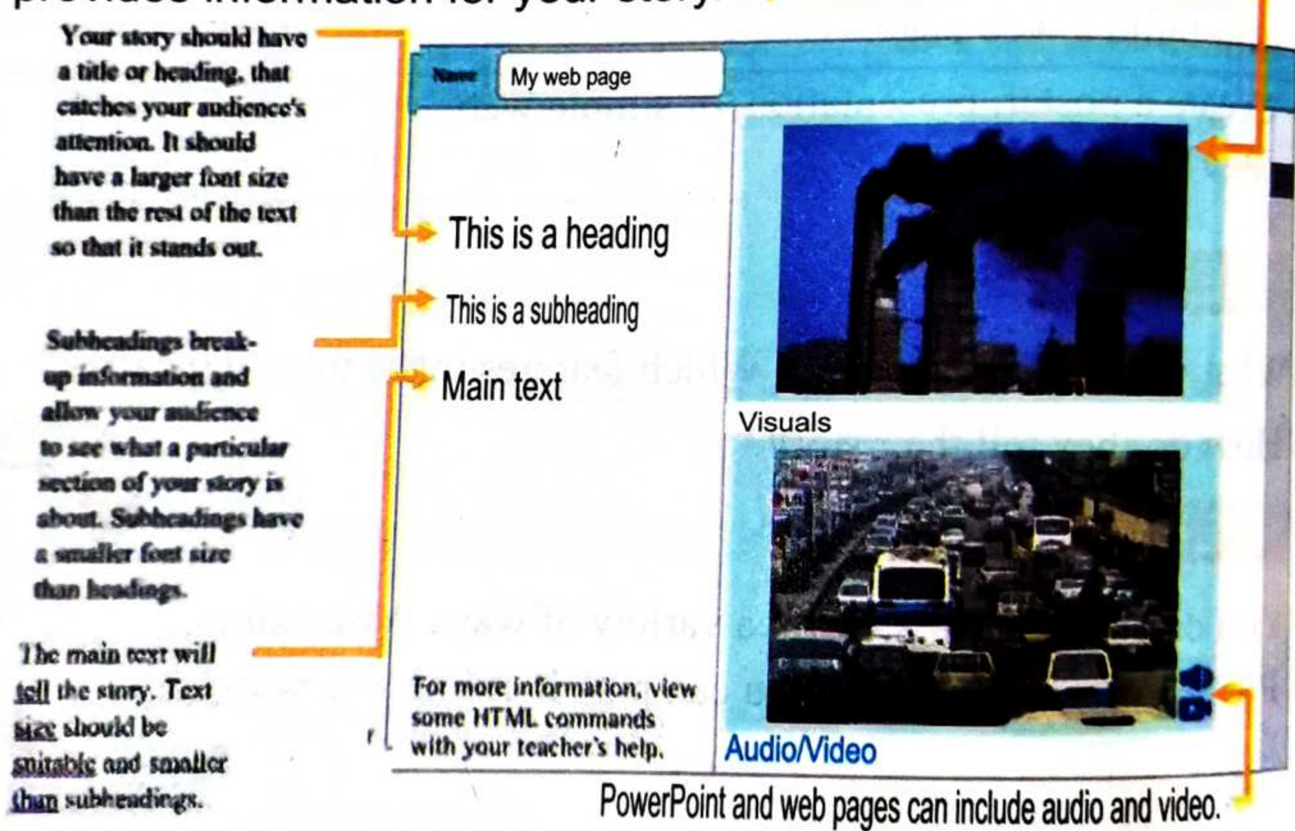
- You can also save a file as a web page by choosing "file" then "save as" then "web page".



* **HTML** (**H**ypertext **M**arkup **L**anguage): is the language that will be displayed on a web browser.

The web page displayed in an online search engine

It can include a larger image that reflects the main message or provides information for your story.



Consider font size and color for each piece - the main text will be smaller, but must still be clearly visible. Use simple fonts so your message is not hard to read.

Explore:

- Work with your group about the issue you want to present. Is your presentation web-based, a poster, or a presentation?

Review:

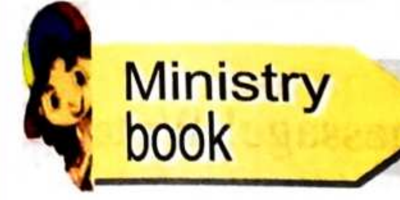
(1) Of the features listed in Learn, which do you think is the most important for telling your story?

(2) What is HTML, and how can it be used as a planning tool for creating your web page?

Self-assess:

- Go to the objectives at the beginning of the lesson. Chick the correct I can… box.





Exercises?

Life Skills:

(1) Plan and write:

- If you're creating a web page, use Word, which will insert HTML tags to enable your browser to open the webpage.
- Once you've finished, save your document as a web page, using 'Save as' then select 'Web Page' and then you can open it in a browser.

....

....

....

....

....



Life Skills:

(2) Create your story:

- Create your story, using a poster, PowerPoint presentation, or simple web page.

....

....

(3) Share your story with the class:



- It's time to share your story with the class. Make sure that you're all clear on your roles within the group.

....

....



ICT and Me:

(4) Think and answer:

- Congratulations on creating a story to share your message! Write about your experience.

(1) What did you enjoy most about the group-work process?

....

(2) How did planning help you do your tasks?

....

....

(3) Discuss your individual role in the presentation. What are you most proud of?

....

....

(4) What do you think was the best feature of your presentation?

....

....



Remember

- You can share your story in a variety of ways. You can use PowerPoint, a poster, or you can post it online as a web page.
- HTML is an abbreviation for (Hypertext Markup Language): is the language that will be displayed on a web browser.
- You can also use Microsoft Word to create your web page. When your document is ready, choose 'Web layout' in the 'View' tab.
- You can also save a file as a web page by choosing " file" then "save as" then " web page".



First: Complete from words between brackets:

(Web Layout - web page - HTML - share - Microsoft Word)

1. .... is the language that will be displayed on a web browser.
2. You can use ..... to create a web page, choose save a file as a web page by choosing "file" then "save as" then "web page".
3. You can .... your story in a variety of ways. You can use PowerPoint, a poster, or you can post it online as a web page.
4. When create a ...., consider font size and color for each piece.
5. When you use Microsoft Word to create a web page, choose ...... in the **View** tab.

SCHOOL Revision Questions

Vocabulary:

(1) Write and compare:

★ Write a sentence for each set of words to explain the connection between them. Then compare your sentences with a partner.

[a] computer and binary system

....

[b] storyboard and PowerPoint

....

[c] HTML and web page

....

Review Questions:

(2) Read and answer:

[a] How What was the strategy that Dr. Ponce de Leon used to balance the power grid?

....

[b] How can you unfreeze an Android screen?

....

[c] What is the binary number system used for?

....

[d] What should be considered when assigning roles to a project?

....

[e] What do Excel graphs help to show?

....

[f] What design tools can you use to help share an important message or story?

....

....

....

[g] Explain the 10-20-30 rule.

....

[h] List three elements that are necessary for a successful website. Explain why.

....

....

....

Critical Thinking:

(3) Think and answer:

[a] How does sharing information on issues that are important to you make you a stronger digital citizen?

....

....

[b] In what ways can a website's design distract you from staying on it?

....

....

....

Essential Question:

(4) Think and complete:

After studying this theme, I know that I can use ICT tools help solve everyday problems because:

....

....

....

Activity:

(5) Research, create, and show:

- Create an advice poster. Give advice on how to make an appealing website. Be sure to include advice about layout, features, and graphics. Share your poster with the class.

Include the following:

* name the website that you chose to design.

....

....

....

....

* specify why you chose this website.

....

....

....

....

* give three interesting facts about this website.

....

....

....

....

....

....

....

....

* write how you would make this website appealing Invite your classmates to view your poster

....

....

....



AL FAEZ Revision Questions

★ First: Choose the correct answer from the brackets:

1. ……… program used to display data and information in the form of a graph. (Word - Excel - PowerPoint)
2. …… is the language that will be displayed on a web browser. (HTML - Office 365 - Share)
3. Dr. Leon's create software to program the ……. and refrigerators in a new, energy-efficient way. (devices - electricity - air conditioners)
4. Many programs install necessary …….. automatically. (updates - Computer (PC) - Laptop)
5. When create a ………, consider font size and color for each piece. (information - Microsoft office - web page)

★ Second: Put (✓) or (×):

1. It is recommended to save data into specific files and folders for different types. ( )
2. In Excel to subtract, use "=" ( )
3. An effective presentation is just like your favorite TV show. ( )
4. In PowerPoint Presentation slides should be up to sixty slides. ( )
5. Dr. Diego Ponce de Leon holds a PhD from the Energy and Resources Group, University of California. ( )

★ Third: Match from (A) to the suitable answer from (B):

	(A)		(B)
1	used to, write reports	A	Thermostat
2	are a good way to share data, especially numbers	B	Word program
3	to see an overview of your presentation	C	HTML
4	Hypertext Markup Language	D	View → Slide Sorter
5	is a switch that measures the temperature in air conditioners and control them.	E	Graphs and charts

★ Fourth: Complete from words between brackets:

(save as - a plan - Storyboards - audio - Movie Maker)

1. To create an effective presentation, in PowerPoint add .... to enhance a text or image.
2. A storyboard is a chart that shows a sequence of content that forms .... of your presentation.
3. You can also save a file as a web page by choosing "file" then "..........." then "web page".
4. .... is used to make a film from a selection of still images.
5. ..... allow you to plan your ideas and pre-visualize the results of a presentation.

Exam 1 Abril ?

★ **First: Complete the following from the brackets:**

1. Nowadays, the world transitioning from using power generated by fossil fuels to …….. (wind power - Electricity - Data systems)
2. The binary number system is used to send, receive and store information on digital electronic devices such as ………. (computers - phones - All the previous)
3. ………. allow Dr. Diego to collect data on power grids in order to reduce energy waste. (Electricity - Data systems - solar power)
4. Group can members work together at the same time with an internet connection with ……. (Paint –Excel - Office 365)
5. Many programs install necessary …….. automatically. (software - restart - updates)

★ **Second: Put (✓) or (×):**

1. Word program used to write a report. ( )
2. Before you start the project, do not discuss with your group members the things needed to complete the project. ( )
3. Dr. Diego Ponce de Leon, the amount of electricity used does not change throughout the day. ( )
4. Updates help programs to run more efficiently. ( )



5 Explorer Ponce de Leon, uses technology to collect data to plan for the future. ( )

★ Third: Match from (A) to the suitable answer from (B):

	(A)		(B)
1	To add the values of cells	A	"-"
2	To subtract	B	Movie Maker
3	To multiply	C	"+"
4	To divide	D	"*"
5	used to make a film from a selection of still image	E	"/"



★ First: Put (✓) or (×):

1 Explorer Ponce de Leon, uses technology to collect data to plan for the future. ( )

2 A PowerPoint presentation should present take up too much time that will overwhelm the audience. ( )

3 Nowadays, the world transitioning from using power generated by fossil fuels to solar power. ( )

4. A storyboard do helps you organize your ideas in order. ( )
5. You can create your story through a website-building program. ( )

★ Second: Complete from words between brackets:

(Graphs - (=) - Email - (0-9) - Excel)

1. ……. program used to create a spreadsheet.
2. The decimal system has ten unique numerals ……....
3. …… is used to send your work to other group members or to your teacher.
4. … and charts are a good way to share data, especially numbers.
5. In Excel, to create a formula, use …….

★ Third: Choose the correct answers from between brackets:

1. A …….... is a chart that shows a sequence of content that forms a plan of a presentation.
   (storyboard - presentation - story)
2. To create an effective presentation, in PowerPoint add audio to enhance …….
   (a text - an image - All of the previous)
3. In PowerPoint Presentation slides shouldn't be up to …….
   (thirty slides - ten slides - twenty slides)

4 You can use Microsoft Word to create your web page, choose ……… in the 'View' tab.

(story - Web layout - Pictures)

5 You can use a …….., or post it online as a web page

(poster - slides - document)

Exam 3 Abril

1 …… are like a light switch, the computer design is allow only two states: on and off.

a) binary number b) system c) Computers

2 If you don't use official stores, only download software from ……

a) Windows b) reliable sources c) Android device

3 We use ……... symbols to represent all possible numbers.

a) ten numbers b) one number c) four numbers

4 PowerPoint is used to create a …….

a) Video b) film c) presentation

5 ….. allow you to plan your ideas and pre-visualize the results of a presentation.

a) PowerPoint b) Storyboards c) Microsoft Word

⋆ Second: Put (✓) or (×):

1. To save a file as a web page, from "**file**" menu select "**Open**". (   )
2. **HTML** is language that will be displayed on a web browser. (   )
3. Explorer Ponce de Leon does not understand the importance of Planning. (   )
4. You could use Excel for a spreadsheet. (   )
5. In PowerPoint presentation slides should be up to fifty slides. (   )

⋆ Third: Rearrange the steps to install software on a Windows PC:

(   ) Find the program online.

(   ) A box will pop up.

(   ) Follow the instructions to finish the installation process.

(   ) Click the download button.

(   ) Click on the file, located in Downloads.

PROJECT

Term 2
PROJECT

Project

(1) Read the title of the project carefully. Think about what you learned in Term 2 and how it will help you in your research and presentation.

Share information about an environmental issue affecting Egyptians

As a group, research information about an environmental issue affecting Egyptians. Some examples:

* Water/waste management awareness
* Energy usage
* Climate change

....
....
....
....
....

(2) **Choose your group and an environmental issue.**

Who are you working with?

* .... * ....

- Choose the environmental issue that interests your group the most, either from the list in Activity 1 or your own ideas. Write and explain your choice.

....
....
....

* **Remember:** Listen to and respect everyone's opinion. If you have trouble coming to an agreement, ask your teacher for help.

....

....

....

(3) Planning techniques

- Explain each group member's strengths and how they will be used to contribute to this project.

....

....

....

- What tools will you use to research your issue, ICT or otherwise?

....

....

....

- How will you organize your information?

....

- How do you plan to present your data to the class? Will you use ICT tools like PowerPoint, a web page, or a poster?

....

....

....

....

- How will you use your mode of presentation effectively? Think about information, design, layout, and graphics.

....

....

....

- Include a mascot like your Junior Explorer in your presentation. Explain your choice of mascot and how it will be used.

....

....

....

....

(4) Research your issue

- In the next step, you're going to ask people in your community to tell you about their feelings and behaviors in relation to the environmental issue you chose. Before you conduct your survey, research important facts about your issue. If you're researching online, be sure to take advantage of information websites such as the Egyptian Knowledge Bank and the Alexandria Public Library.

- What information did you find out? Write notes below.

....

....

....

....

* **Remember:** If you're using ICT tools as you research, be sure to organize your information effectively, such as using clearly labeled folders to store your information.

....

....

(5) Perform a survey

- Survey the public, e.g., your teacher, family, friends, neighbors, or local authorities and officials. You can create a survey using any of the following methods: e-mail, telephone or in person. Be sure to ask for permission before you start. Before asking questions, provide the people you're interviewing with basic information about the environmental issue, based on your notes in step 4. Then ask about the following:

* how they feel about the issue
* what they can do to make a positive difference

....

....

* **Remember:** Take good notes as you conduct your survey. You'll need them for your presentation.

(6) Create a presentation

- Use your notes from steps 3, 4, and 5 to create your presentation via the method you chose in step 3.

- ....

....

(7) Share your work with the class

- Share how you presented the work to your classmates and teacher. Explain the process you followed.

....

....

EXAM NIGHT

* Theme (3)

- Lesson 1:

- The data is stored on the Debris Tracker website and is available for anyone to download and analyze.
- Maintaining a clean environment is your a social responsibility.
- Ms. Keiner wanted to help spread awareness of the dangers of litter.
- Ms. Keiner used Debris Tracker app, and she recorded described the kind of litter (paper, plastic, etc.), and her students helped her.
- Ms. Keiner took a photo of the litter and recorded where she found it location with GPS.

- Lesson 2:

- If a site is spreading false or harmful information, stop visiting that site.
- You a digital citizen, you have rights that you enjoy, such as:
  • Privacy.
  • Protection from piracy.
  • Ability to engage with others online.
  • Provide and access information online.
  • Ability to use the internet when you need to.



- You a digital citizen, you have responsibilities such as:
  • Respect others' privacy.
  • Respect various sources.
  • Exhibit positive behavior in interactions with others.



- Ensure safe sharing online.
- Social responsibility is the express your opinions in a positive way. And connect with people in person, and respect their opinions.
- Corporate social responsibility(CSR), is the use internet to help others, and supporting important causes.
- If you have videos or articles, about a cause. Be sure that they are accurate and easy to understand. Don't spread false information.

- Lesson 3:

- When you are on a video call, your emotions will be visible to everyone.
- Your feelings are difficult to convey through written messages sometimes
- it's important to be positive when communicating online.

- Lesson 4:

- The Alexandria Digital Library, and the Egyptian Knowledge Bank are examples of reliable online libraries.
- The Egyptian Knowledge Bank (EKB) offers: The world's largest collection of online educational resources, including articles, dictionaries, encyclopedias and books, and video, audio, and interactive files.

* The features of Knowledge Bank, the following:

* Files can be downloaded to your device.

* Content suitable for all ages.

* Safe and accurate sources.

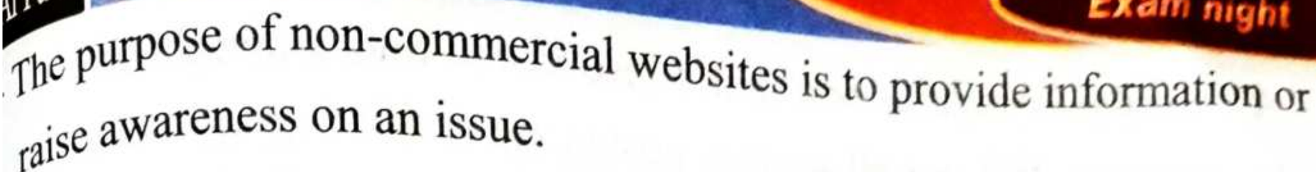
* Material that is subject to copyright.
* Free access for all Egyptian citizens.

- There are Search engine inside the EKB website directly within a web page.
- The EKB and ADL content have specialized search engines.
- **WordPress** software are used to create websites.
- When you start creating a website, choose a blank template or choose one of the software's pre-loaded templates.
- When creating a website, be sure to consider the photos and videos, and font size/type.
- **Menus**: Help you to avoid scrolling and spending too much time looking for general information, and include clear titles and content information.
- **Icons** can be clicked to reach other sections or webpages.

- **Menus**: Help you to avoid scrolling and spending too much time looking for general information, and include clear titles and content information.
- **Icons** can be clicked to reach other sections or webpages.

- Lesson 5:

- Websites are divided into two parts, commercial sites or non-commercial sites.
- The purpose of commercial websites is to sell products or services.
- Amazon is a commercial website.
- Commercial websites include customer reviews, which can be helpful to both the business and the customer.



- The purpose of non-commercial websites is to provide information or raise awareness on an issue.
- The Egyptian Knowledge Bank (EKB) is a non-commercial website.
- Reviews are one way you can get information about a product. Another way is via advertisements.
- Some reviews may not be entirely fake, but they may be misleading. A review that's overly positive or negative shouldn't be trusted.

- Lesson 6:

- Microsoft Edge is the web browser that comes with Microsoft Windows.
- The browser can help you browse, search, stream and more.
- The Collections feature in Microsoft Edge organizes research in one place and on multiple devices.
- You can start a collection for each new project or assignment.
- Within each collection you can add entire web pages, and individual videos, images (including charts and graphs), text, links and notes.
- You can export each collection to other apps such as Excel and Word.
- Use Microsoft Editor to check for spelling and grammar.
- Microsoft Editor make a suggestion to correct each error, and you decide whether to accept or ignore each suggestion.
- To review possible grammar and spelling errors select the Editor icon in Word's toolbar, or in the browser.

- Lesson 7:

- Online libraries, are helpful for searching media (images or videos).
- Online libraries include dictionaries, thesauruses, and encyclopedias, but these are on separate sites.

- A Creative Commons search is a resource to find copyright-free information. But not all sources posted are verified or accurate.
- Online libraries such as the Alexandria Library and the EKB have secure, verified information.
- Online Maps such as Google Maps, can provide clear and accurate directions to the required places.
- If you need to display a street, or an area map, always check online maps.
- Google Maps are considered accurate and are regularly updated.
- Online museums can be reference sites that allow you to view museums digitally.
- Online museums include information about each museum.
- Specialized search engines such as Google or Bing are very useful.
- Try to use appropriate keywords in your search, so that the results are relevant to the search topic.
- General search engines are also useful, but may lead you to unreliable pages or unsafe pages.
- Websites include meta information, such as keywords, information about the site, and what it contains.
- The meta information for the site allows you to read more about the site before clicking on the link.

- Lesson 8:

- Synchronous communication is real-time communication between people, with everyone interacting and taking in information at the same time using digital tools such as video chats, live television shows, and instant chat rooms.

- Asynchronous communication is communication that does not occur in real time and does not require an instant response.
- Asynchronous communication tools include email, voice and text messages and recorded videos.
- Synchronous communication is useful when you are writing about a lighthearted, everyday matter to friends or family and you need an immediate or quick response.
- Asynchronous communication is useful when you are writing about serious matters with someone you don't know well or with someone in authority and you don't need an answer right away.
- Whenever you're communicating, you should be polite. Respect the recipient's feelings, even if you're upset about something.

* Theme (4)

- Lesson 1:

- Dr. Diego Ponce de Leon holds a PhD from the Energy and Resources Group, University of California.
- He develops the use of technology to build renewable energy-related data infrastructure and systems.
- Data systems allow Dr. Diego to collect data on power grids in order to improve the power system and reduce energy waste.
- Nowadays, the world transitioning from using power generated by fossil fuels derived from coal, natural gas, and oil, to wind and solar power.
- Thermostat is a switch that measures the temperature in air conditioners and refrigerators, and programming a computer to monitor and control them.

- Dr. Ponce de Leon's work helps devices work efficiently by connecting all the refrigerators and air conditioners together by a thermostat
- Dr. Ponce de Leon's create software to program the air conditioners and refrigerators in a new, energy-efficient way.
- He used sensors (devices which communicate information back to a computer) to monitor the appliances.
- He used the sensors to monitor how much energy the refrigerators and air conditioners used throughout the day.
- How much electricity uses changes throughout the day.
- Egypt has been increasing its agricultural land to ensure food security.
- Using technology to collect data is crucial in planning for the future.

- Lesson 2:

- Most software programs, like Microsoft Office versions and Google Chrome, are downloaded from the internet.

*** Steps to install software on a Windows PC:**

1) Find the program online.
2) Click the download button.
3) Click on the file, located in Downloads.
4) A box will pop up.
5) Follow the instructions to finish the installation process.

*** Steps to install software on an Android device:**

1) Tap on the Apps icon.
2) Go to the App store (Google Play stores).
3) Find the app you're looking for and click install.

- Software programs often need to be updated.
- Updates help programs to run more efficiently.
- Many programs install necessary updates automatically.
- If you don't use official stores, only download software from reliable sources.
- To solve the problem that the screen has stopped responding, on a Windows computer, press and hold the "Ctrl", "Alt" and "Del" buttons.
- To solve the problem that the screen has stopped responding, on Android device, hold down the power button for 30 seconds and restart.
- Computers use binary to store data more efficiently.
- Computers understand data (numbers) through a binary electrical signal (1 means on, 0 means off)

- Lesson 3:

- Although computers really only understand information represented by 1s and 0s, something also called yes/ no, on/off.
- The binary number system is used to send, receive and store information on digital electronic devices such as computers, phones and calculators.
- Humans use the decimal system to communicate using numbers.
- The decimal system has ten unique numerals (0-9).
- Computers are like a light switch, the computer design is allow only two states: on and off. That's why the binary number system works so well for sending, receiving and storing digital information.

- Lesson 4:

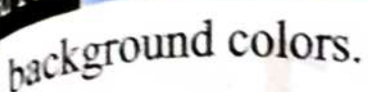
- - Explorer Ponce de Leon understands the importance of planning, uses technology to collect data to plan for the future.
- **Microsoft Word**: Word (in Microsoft Office 365) is an efficient program to use when working on projects.
- Group can members work together at the same time with an internet connection with Microsoft Office 365.
- You can set up a Word document to be edited by numerous users, at different locations, by setting up online editing.
- **Microsoft Paint:** You can save the images you create and insert them into your document.

- Lesson 5:

- You can research, collect, classify and process information using digital information handling skills.
- Excel program used to display data and information in the form of a graph.
- It is best to save data into specific files and folders for different types
- Word program used to write a report.
- Excel program used to create a spreadsheet.
- PowerPoint is used to create a presentation.

- Lesson 6:

- An effective presentation is just like your favorite TV show or movie.
- An effective presentation is just like story you are telling your audience.
- To create an effective presentation, in PowerPoint use different



background colors.

- To create an effective presentation, in PowerPoint, you can insert shapes or your own drawings.
- Graphs and charts are a good way to share data, especially numbers.
- To create an effective presentation, in PowerPoint add audio to enhance a text or image.
- Be sure there's a clear link to the visual displayed data, and that it's not long or distracting.
- Movie Maker is used to make a film from a selection of still images.

- Lesson 7:

- Storyboards allow you to plan your ideas and pre-visualize the results of a presentation.
- Using Microsoft PowerPoint to make storyboards can be valuable to help producing an effective presentation.
- A storyboard is a chart that shows a sequence of content that forms a plan or outline of your presentation.
- A storyboard helps you organize your ideas in order.
- A storyboard allows you to tell the story you want in a simple way, and helps you give an organized and understandable presentation.

- Lesson 8:

- You can share your story in a variety of ways. You can use PowerPoint, a poster, or you can post it online as a web page.
- **HTML** is an abbreviation for (**H**ypertext **M**arkup **L**anguage): is the language that will be displayed on a web browser.

Al Faez Test model 1 Al Faez

★ **First: Complete from words between brackets:**

(video call – web page – United Nations – facemasks – updated)

1. When create a ....., consider font size and color for each piece.
2. Software programs often need to be ....
3. When you are on a ....., your emotions will be visible to everyone.
4. (Personal protective equipment), such as … and disposable gloves.
5. (Peg Keiner) is a Global Goals Ambassador for the …. Association Chicago Chapter.

★ **Second: Put (✓) or (×):**

1. In Excel to subtract, use "/". ( )
2. Part of being a good digital citizen is helping others when you're communicating. ( )
3. Do not be polite and respectful if you are communicating with an authority figure. ( )
4. Dr. Diego Ponce de Leon received his Ph.D. from Ain-Shams University-Arab Republic of Egypt. ( )
5. You could use PowerPoint to create a presentation. ( )

★ **Third: Match from (A) to the suitable answer from (B):**

	(A)		(B)
1	provide and access information online	A	help programs to run more efficiently
2	Updates	B	add tone and emotion, When communicating online
3	Your feelings are difficult to convey	C	from your rights as a digital citizen
4	Emojis	D	a commercial website.
5	Amazon	E	through written messages

Al Faez Test model 2 Al Faez

★ **First: Choose the correct answer between brackets:**

1. Group can members work together at the same time with an internet connection with ....
   (Microsoft Paint - Microsoft Excel - Microsoft Office 365)

2. If you're sending a .... to a close friend, give him time to respond before sending another message, he may be busy.
   (real time - message - recorded videos)

3. The binary number system is used to send, receive and store information on digital electronic devices such as ....
   (computers - phones - All the previous)

4. Most software programs, like Microsoft Office versions and Google Chrome, are downloaded from the ......

(Internet - software - Search engine)

5. It's important to be positive when ......

(Laptop – Internet – communicating online)

★ Second: Complete from words between brackets:

(Microsoft Paint - commercial - decimal system - responsibility - PPE)

1. She is educates third- through fifth-grade students on the impact of different types of litter, and ......, on the environment.
2. Ensure safe sharing online is ....
3. Humans use the decimal system to communicate using numbers.
4. With ...., you can save the images you create and insert them into your document.
5. The purpose of ...... websites is to sell products or services.

★ Third: Put (✓) or (×):

1. The amount of electricity used does not change throughout the day. ( )
2. For Positive Online Communication, be conversational, add warmth with familiar words, contractions and personal pronouns. ( )
3. You can't export a collection to Excel or Word. ( )

4 Asynchronous communication using digital tools such as video chats, live television shows, and instant chat rooms. ( )

5 Other tools such as vocabulary and punctuation conventions are not available in the editor. ( )

Al Faez Test model 3 Al Faez



* First: Complete from words between brackets:

(ten numbers - Positive - Debris Tracker – share - Privacy)

1 You can …….. your story in a variety of ways. You can use PowerPoint, a poster, or you can post it online as a web page.

2 ………. is a digital citizen's right.

3 For ……. Online Communication, use full sentences, proper grammar and correct spelling.

4 We use ……... symbols to represent all possible numbers.

5 The data is stored on the …… website and is available for anyone to download and analyze.

* Second: Put (✓) or (×):

1 If someone needs help communicating online, don't share what you know. ( )

2 Abbreviations or nicknames are only appropriate between close friends, while communicating online. ( )

3. Microsoft Edge can help you browse, search, stream and more. (   )
4. Other tools such as vocabulary and punctuation conventions are not available in the editor. (   )
5. You can start a collection for each new name or assignment. (   )

★ Third: Arrange the steps to install a software:

(   ) A box will pop up.
(   ) Follow the instructions to finish the installation process.
(   ) Find the program online.
(   ) Click on the file, located in Downloads.
(   ) Click the download button.

Al Faez Test model 4 Al Faez

★ First: Correct the underlined words:

1. You can set up a <u>Microsoft Word</u> to be edited by numerous users, at different locations, by setting up online editing.
2. Websites are divided into <u>three parts</u>, commercial and non-commercial sites.
3. You could use <u>PowerPint</u> for a spreadsheet.
4. The <u>Excel</u> will highlight words or phrases which may be incorrect and also suggest alternatives, to help you edit your text.
5. You can export a <u>Office 365</u> to Excel or Word.

* Second: Match from (A) to the suitable answer from (B):

	(A)		(B)
1	Many programs install updates automatically.	A	Reviews
2	help you to find information in less time	B	CSR
3	a way to get information about a product.	C	Icons
4	Corporate social responsibility	D	necessary
5	can be clicked to reach section or webpages.	E	Menus

* Third: Choose the correct answer between brackets:

1. If you're communicating with your ...... be polite and respectful.
(teacher – Father – All of the above)

2. .... are like a light switch, the computer design is allow only two states: on and off.
(System – Computers – numbers)

3. Asynchronous communication tools include email, voice and text messages and ....
(real time – message – recorded videos)

4. Most software programs, like ...., are downloaded from the internet.
(Microsoft Office – Google Chrome – All of the previous)

5. Many programs install necessary .... automatically.
(updates – downloaded – software)

Al Faez Test model 5 Al Faez

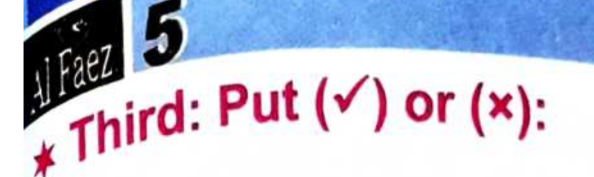
★ First: Complete from words between brackets:

(digital citizen - restart - CSR - Asynchronous - Microsoft Word)

1. You can use ….. to create a web page, choose save a file as a web page by choosing "file" then "save as" then "web page".
2. …… communication is communication that does not occur in real time and does not require an instant response.
3. I can use my rights and responsibilities as a …… to communicate with others.
4. Some major updates require a …….. on Windows PC.
5. Corporate social responsibility (…….), is the use internet to help others, and supporting important causes.

★ Second: Type the word (rights) or (responsibilities) in front of any of the following statements:

1	Ability to use the internet when you need to.	
2	Ability to engage with others online.	
3	Exhibit positive behavior in interactions with others.	
4	Protection from piracy.	
5	Respect various sources.	



★ Third: Put (✓) or (×):

1. The Egyptian Knowledge Bank is not allow free access for all Egyptian citizens. (   )
2. Excel graphs are one example of how you can classify data. (   )
3. TV show are a good way to share data, especially numbers. (   )
4. Using digital information handling skills, you can research, collect, classify and process information . (   )
5. An effective presentation is just like your favorite TV show. (   )

Al Faez Test model 6 Al Faez



★ First: Correct the underlined words:

1. Software programs often need to be <u>deleted</u>
2. To check for updates, go to <u>Windows</u>→ System Update.
3. Amazon is a <u>non-commercial</u> website.
4. In Excel to subtract, use <u>"*"</u>.
5. To create an effective presentation, in PowerPoint add <u>Picture</u> to enhance a text or image.

★ Second: Put (✓) or (×):

1. Egypt's "Go Green" initiative emphasizes each citizen's role in protecting the environment. ( )
2. The Egyptian Knowledge Bank offers insecure and not accurate sources. ( )
3. If you need to display a street, or an area map, always check online maps. ( )
4. A storyboard does not helps you organize your ideas in order. ( )
5. Websites do not include meta information. ( )

★ Third: Choose the correct answer between brackets:

1. ….. add tone and emotion. Even in more formal situations while communicating online. (Emojis – phone – Computer)
2. The decimal system has ten unique numerals …... ((0-1) - (0-9) - (0-10))
3. …… is used to send your work to other group members or to your teacher. (Word - Email - Paint)
4. Before you start the project, discuss with your group members the format that will be used to ……... (Internet - Email - deliver information)
5. Some major updates require a …….. on Windows PC. (software - restart - Microsoft Office)

Al Faez Test model 7 Al Faez



First: Put (✓) or (×):

1. Anyone can't download Debris Tracker app on her phone for free. ( )
2. Explorer Ponce de Leon, uses technology to collect data to plan for the future. ( )
3. The Egyptian Knowledge Bank (EKB) is a commercial website. ( )
4. The Egyptian Knowledge Bank (EKB) contain the world's largest collection of online educational resources. ( )
5. When creating a website, be sure to consider the photos and videos, and font size/type. ( )

Second: Arrange the Steps to install updates:

( ) Update and Security

( ) Windows update.

( ) Start button

( ) Settings

Third: Choose the correct answer from a, b, or c:

1. If you don't use official stores, only download software from …..

a) Windows b) Android device c) reliable sources

2 There are ….. inside the EKB website directly within a web page.

a) Search engine b) Android device c) reliable sources

3 Commercial websites include …., which can be helpful to both the business and the customer.

a) customer reviews b) Android device c) Computer (PC)

4 ………. program used to display data and information in the form of a graph.

a) Word b) presentation c) Excel

5 ……. is used to make a film from a selection of still images.

a) Animated movie d) Movie Maker c) PowerPoint

Al Faez Test model 8 Al Faez

★ First: Put (✓) or (×):

1 ExplorerPonce de Leon does not understand the importance of Planning. ( )

2 Websites can use information about the sites you visit, to place advertisements, that are geared towards your interests, age, and gender. ( )

3 The site's meta information does not allow you to read more about the site before clicking on the link. ( )

4 Maintaining a clean environment is your a social responsibility. ( )

5. A PowerPoint presentation shouldn't present take up too much time that will overwhelm the audience. ( )

★ Second: Choose the correct answer between brackets:

1. Whenever you're communicating, you should be polite. .... the recipient's feelings, even if you're upset about something.
   (real time - Respect - videos)
2. Updates help .... to run more efficiently.
   (updates - programs - software)
3. When you start creating a website, by **WordPress** software, choose a ..... or choose one of the software's pre-loaded templates.
   (feelings - polite - blank template)
4. .... is a commercial website. (Amazon - programs - software)
5. You could use ...... for a report. (Word - presentation - Excel)

Al Faez Test model 9 Al Faez

★ First: Put (✓) or (×):

1. The purpose of non-commercial websites is to provide information or raise awareness on an issue. ( )
2. Online museums can be reference sites that allow you to view museums digitally. ( )
3. Ms.(Peg Keiner) is from Cairo in the Egyptian Arabic Republic.( )

4. Before you start the project, do not discuss with your group members the things needed to complete the project. ( )

5. Websites are divided into three parts, commercial, non-commercial and unknown. ( )

★ Second: Complete the following from words between brackets:

(online libraries - View - Social responsibility - GPS - HTML)

1. .... is the language that will be displayed on a web browser.

2. Ms. Keiner took a photo of the litter and recorded where she found it location with ....

3. .... is the express your opinions in a positive way. And connect with people in person, and respect their opinions.

4. The Alexandria Digital Library, and the Egyptian Knowledge Bank are examples of reliable ....

5. In PowerPoint, to see an overview of your presentation, go to ..... then select Slide Sorter.

★ Third: Choose the correct answer from brackets:

1. .... software are used to create websites.
   (WordPress – Egyptian – real time)

2. .... are one way you can get information about a product.
   (World – Excel – Reviews)

3. Online libraries such as the ….. Library and the EKB have secure, verified information.

(Egyptian – real time – Alexandria)

4. A PowerPoint Presentation shouldn't present too much ……… that will overwhelm the audience. (Internet – information – Tools)

5. …… is real-time communication between people.

(Synchronous communication – Respect – real time)

Al Faez Test model 10 Al Faez

* First: Type the term for each of the following:

1. Is an abbreviation for (Hypertext Markup Language).
2. Are helpful for searching media (images or videos).
3. Allow you to plan your ideas and pre-visualize the results of a presentation.
4. Online maps are considered accurate and are regularly updated.

* Second: Arrange the Steps to install software on an android device:

( ) Go to the App store (Google Play stores).

( ) Find the app you're looking for and click install.

( ) Tap on the Apps icon.

The Answers

* The theme 3 *

* Lesson (1) *

* Al Faez questions - page (9) *

First:

(1) facemasks
(2) PPE
(3) Debris Tracker
(4) United Nations
(5) GPS

Second: (1) x (2) ✓ (3) x (4) ✓

* Lesson (2) *

* Al Faez questions - page (14) *

First:

(1) Social responsibility
(2) Corporate social responsibility
(3) digital citizen
(4) Privacy
(5) responsibility

Second: (1) ✓ (2) ✓ (3) x (4) x (5) ✓

* Lesson (3) *

* Al Faez questions - page (20) *

First:

(1) video call
(2) communicating online
(3) Positive
(4) All of the above
(5) Emojis

Second: (1) x (2) ✓ (3) ✓ (4) ✓

* Lesson (4) *

* Al Faez questions - page (26) *

First:

(1) online libraries
(2) WordPress
(3) blank template
(4) Search engine
(5)Icons

Second:

(1) ✓ (2) ✓ (3) ✓ (4) x (5) x

* Lesson (5) *

* Al Faez questions - page (32)*

First:

(1) commercial
(2) two parts
(3) customer reviews
(4) Amazon
(5)Reviews

Second:

(1) x (2) ✓ (3) x (4) ✓ (5) x

* Lesson (6) *

* Al Faez questions - page (37) *

First:

(1) All of the above
(2) Editor
(3) Collections
(4) Microsoft Edge
(5) project

Second:

(1) ✓ (2) x (3) ✓ (4) ✓ (5) x

* Lesson (7) *

* Al Faez questions - page (43) *

First:

(1) Online libraries
(2) Alexandria
(3) Google Maps
(4) encyclopedias
(5) Creative Commons

Second:

(1) ✓ (2) ✓ (3) x (4) ✓ (5) x

* Lesson (8) *

* Al Faez questions - page (48) *

First:
(1) recorded videos
(2) Synchronous communication
(3) Respect
(4) message
(5) real time

Second:
(1) ✓ (2) x (3) x (4) ✓

* Al Faez Review theme 3 *
* Page (52,53) *

First:
(1) non-commercial
(2) Online libraries
(3) The Egyptian Knowledge Bank
(4) Amazon
(5) Google Maps
(6) All of the previous
(7) Reviews
(8) Collections
(9) Editor
(10) Icons

Second:
(1) B (2) D (3) E (4) A (5) C

Third:
(1) ✓ (2) x (3) x (4) ✓ (5) x (6) ✓ (7) ✓

Answer page (54 , 55) March 1

First:
(1) Go Green
(2) Online libraries
(3) All of the previous
(4) Collections
(5) non-commercial

Second: (1) x (2) ✓ (3) x (4) ✓ (5) x

Third: (1) C (2) D (3) A (4) E (5) B

Answer page (55 , 56) March 2

First:
(1) Google Maps
(2) Microsoft Edge
(3) commercial
(4) online libraries
(5) Icons

Second:
(1) x (2) ✓ (3) x (4) x (5) x

Answer page (56 , 57) March 3

First:
(1) A (2) C (3) B (4) A (5) C

Second:
(1) x (2) x (3) x (4) ✓ (5) ✓

Third:
(1) B (2) A (3) E (4) C (5) D

* The theme 4 *

* Lesson (1) *

* Al Faez questions - page (64) *

First:
(1) B (2) C (3) A (4) A (5) B

Second:
(1) x (2) x

* Lesson (2) *

* Al Faez questions - page (70) *

First:
(1) Internet
(2) updates
(3) restart
(4) reliable sources
(5) programs

Second:
(1) , (2) , (4) , (5) , (3)

* Lesson (3) *

* Al Faez questions - page (75) *

First:

(1) All the previous
(2) decimal system
(3) ten numbers
(4) Computers
(5) (0-9)

* Lesson (4) *

* Al Faez questions - page (80) *

First:

(1) x (2) x (3) ✓

Second:

(1) Microsoft Office 365
(2) Microsoft Paint
(3) Word document
(4) Email
(5) deliver information

* Lesson (5) *

* Al Faez questions - page (86) *

First:

(1) ✓ (2) x (3) ✓ (4) ✓ (5) x

Second:

(1) Excel
(2) Word
(3) " + "
(4) presentation
(5) " * "

* Lesson (6) *

Al Faez questions - page (91)

First:

(1) C (2) B (3) A (4) C (5) A

* Lesson (7) *

Al Faez questions - page (96)

First:

(1) All of the Previous
(2) View → Slide Sorter
(3) Microsoft PowerPoint
(4) information
(5) Storyboards

Second:

(1) x (2) ✓ (3) ✓ (4) x

* Lesson (8) *

* Al Faez questions - page (101) *

First:

(1) HTML
(2) Microsoft Word
(3) share
(4) web page
(5) Web Layout

* Al Faez Review theme 4 *

* Page (105, 106) *

First:

(1) Excel
(2) HTML
(3) air conditioners
(4) updates
(5) web page

Second:

(1) ✓ (2) x (3) ✓ (4) x (5) ✓

Third:

(1) B (2) E (3) D (4) C (5) A

Fourth:

(1) audio
(2) a plan
(3) save as
(4) Movie Maker
(5) Storyboards

Answer page (107, 108) Abril (1)

First:

(1) wind power
(2) All the previous
(3) Data systems
(4) Office 365
(5) updates

Second:

(1) ✓ (2) x (3) x (4) ✓ (5) ✓

Third:

(1) C (2) A (3) D (4) E (5) B

Answer page (108, 109) Abril (2)

First:

(1) ✓ (2) x (3) ✓ (4) ✓ (5) ✓

Second:

(1) Excel
(2) (0-9)
(3) Email
(4) Graphs
(5) (=)

Third:

(1) storyboard
(2) All of the previous
(3) ten slides
(4) Web layout
(5) poster

Answer page (110, 111) Abril (3)

First:

(1) C (2) B (3) A (4) C (5) B

Second:

(1) x (2) ✓ (3) x (4) ✓ (5) x

Third:

(1) , (4) , (5) , (2) , (3)

---------------***---------------

* Model Exam 1 *

First:

(1) web page
(2) updated (3) video call
(4) facemasks (5) United Nations

Second:

(1) x (2) ✓ (3) x (4) x (5) ✓

Third:

(1) C (2) A (3) E (4) B (5) D

* Model Exam 2 *

First:

(1) Microsoft Office 365
(2) message
(3) All the previous
(4) Internet
(5) communicating online

Second:

(1) PPE
(2) responsibility
(3) decimal system
(4) Microsoft Paint
(5) commercial

Third:

(1) x (2) ✓ (3) x (4) x (5) x

* Model Exam 3 *

First:

(1) share (2) Privacy
(3) Positive (4) ten numbers
(5) Debris Tracker

Second:

(1) x (2) ✓ (3) ✓ (4) x (5) x

Third: (4) , (5) , (1) , (3) , (2)

* Model Exam 4 *

First:

(1) Word document (2) two parts
(3) Excel
(4) Editor (5) collection

Second:

(1) D (2) E (3) A (4) B (5) C

Third:

(1) All of the above (2) Computers

(3) recorded videos

(4) All of the previous (5) updates

* Model Exam 5 *

First:

(1) Microsoft Word

(2) Asynchronous

(3) digital citizen

(4) restart (5) CSR

Second:

(1) , (2) , (4) rights

(3) , (5) responsibilities

Third:

(1) x (2) ✓ (3) x (4) ✓ (5) ✓

* Model Exam 6 *

First:

(1) updated (2) System

(3) commercial

(4) "-" (5) Audio

Second:

(1) ✓ (2) x (3) ✓ (4) x (5) x

Third:

(1) Emojis (2) (0-9)

(3) Email

(4) deliver information (5) restart

* Model Exam 7 *

First:

(1) x (2) ✓ (3) x (4) ✓ (5) ✓

Second: (3) , (4) , (1) , (2)

Third:

(1) C (2) A (3) A (4) C (5) B

* Model Exam 8 *

First:

(1) x (2) ✓ (3) x (4) ✓ (5) ✓

Second:

(1) Respect

(2) programs

(3) blank template

(4) Amazon

(5) Word

* Model Exam 9 *

First:

(1) ✓ (2) ✓ (3) x (4) x (5) x

Second:

(1) HTML

(2) GPS

(3) Social responsibility

(4) online libraries

(5) View

Third:

(1) WordPress

(2) Reviews

(3) Alexandria

(4) information

(5) Synchronous communication

* Model Exam 10 *

First:

(1) HTML

(2) Online libraries

(3) Storyboards

(4) Google Maps

Second: (2) , (3) , (1)



"With best wishes for success"

Al Faez